P3PC-1992-01ENZ0

FUJITSU

ScanSnap
Color Image Scanner
S300

Operator's Guide

Introduction

Thank you for purchasing Color Image Scanner ScanSnap S300 (hereinafter referred to as the ScanSnap).
The ScanSnap is a scanner that is capable of double-sided scanning in both monochrome and color.
The ScanSnap has the following advantages:

■ **You can turn images on paper into PDF files by just pressing the [SCAN] button!**

You can turn documents cluttering up your desk into PDF files, which are easy to print and attach to e-mail messages; you can view, edit, manage, and archive them on your computer right at your fingertips.
In addition, the ScanSnap can automatically recognize the type of documents, color or black-and-white, so that the size of the scanned image file can be reduced when documents containing both color and black-and-white pages are scanned. (Moreover, the ScanSnap can automatically remove blank pages from the document to further reduce the size of the file.)

■ **You can scan documents with speed and efficiency!**

Double-sided color documents of A4 or letter size paper can be scanned at a speed of:

- Power-cable-connected: Approx. 8 sheets/minute
- USB-bus-power-cable-connected: Approx. 4 sheets/minute

(when used with a computer with Intel® Celeron® M 430 1.73 GHz or higher that runs Windows® 2000, Windows® XP or Windows Vista® and with Scan mode set to Normal, Color mode Auto, and Compression rate 3, and others set to defaults) (*)

(*) -Depending on the document, scanning speed may become slower in [B&W (Black&White)] mode (due to process for converting data scanned in color to monochrome data).
Example: Scanning color brochures in [B&W] mode
-When [Correct skewed character strings automatically], [Allow automatic image rotation], and/or automatic text recognition is enabled, scanning speed may become slower.

■ **You can eliminate the nuisance of a bulky device!**

Smaller than a sheet of A4 or letter size paper, the ScanSnap can fit unobtrusively on your desktop all the time.

■ **Compact, light-weight, portable body design!**

Its compact, light-weight design makes it possible to hand-carry the scanner together with your laptop computer. There is no need to find an electrical outlet for the ScanSnap if you use the supplied USB bus power cable to connect to your computer.

■ **You can file business cards with ease!**

With CardMinder™, which is supplied with the ScanSnap, business cards can be easily filed and searched for using the OCR function.

■ **The Quick menu lets even beginners to operate the ScanSnap with automatic ease!**

When the [SCAN] button is pressed, the Quick menu is displayed. What you should do is to select the action you want to perform on the Quick menu. The Quick menu is simple enough for first-time use by completely neophytes. (Quick menu mode)

■ **You can send off the scanned image by e-mail or output the scanned image to the printer immediately after scanning!**

Without starting applications, you can attach the scanned image to e-mail or make copies of the scanned image by outputting it to the printer.

Note: The ScanSnap does not conform to TWAIN and ISIS standards.

This Operator's Guide describes how to handle and operate the ScanSnap. Before using the ScanSnap, be sure to read this document thoroughly for proper operation.

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■ Regulatory Information

FCC declaration

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is located.
- Consult your dealer or an experienced radio/TV technician.

⚠ CAUTION

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

ATTENTION

- The use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules.
- The length of the AC cable must be 3 meters (10 feet) or less.

Canadian DOC Regulations

This digital apparatus does not exceed the Class B limit for radio noise emissions from digital apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.
This Class B digital apparatus complies with Canadian ICES-003.

Le présent appareil numérique n'émet pas de parasites radioélectriques dépassant les limites applicables aux appareils numériques de la classe B et prescrites dans le Règlement sur le brouillage radioélectrique dictées par le Ministère des Communications du Canada.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Bescheinigung des Herstellers / Importeurs

Für den S300 wid folgendes bescheinigt:

- In Übereinsstimmung mit den Bestimmungen der EN45014(CE) funkentstört
- Maschinenlärminformationsverordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger, gemäß EN ISO 7779.

Dieses Gerät wurde nicht für die Benutzung in unmittelbarer Umgebung starker Lichtquellen (z. B. Projektoren) konzipiert.

International ENERGY STAR® Program

As an ENERGY STAR® Partner, PFU LIMITED has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the penetration of energy efficient computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment such as computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Their standards and logos are uniform among participating nations.

■ Liability

READ ALL OF THIS MANUAL CAREFULLY BEFORE USING THIS PRODUCT. IF THIS PRODUCT IS NOT USED CORRECTLY, UNEXPECTED INJURY MAY BE CAUSED TO USERS OR BYSTANDERS.

While all efforts have been made to ensure the accuracy of all information in this manual, PFU assumes no liability to any party for any damage caused by errors or omissions or by statements of any kind in this manual, its updates or supplements, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. PFU further assumes no liability arising from the application or use of any product or system described herein; nor any liability for incidental or consequential damages arising from the use of this manual. PFU disclaims all warranties regarding the information contained herein, whether expressed, implied, or statutory.

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This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

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ScanSnap, ScanSnap logo, and CardMinder are the trademarks of PFU LIMITED.
Other product names are the trademarks or registered trademarks of the respective companies.

How Trademarks Are Indicated in This Manual

ScanSnap:	ScanSnap S300
CardMinder:	CardMinder™ 3.2

References to operating systems (OSs) are indicated as follows:

Windows 2000:	Microsoft® Windows® 2000 Professional operating system
Windows XP:	Microsoft® Windows® XP Professional operating system
	Microsoft® Windows® XP Home Edition operating system
Windows Vista:	Microsoft® Windows Vista® Home Basic operating system
	Microsoft® Windows Vista® Home Premium operating system
	Microsoft® Windows Vista® Business operating system
	Microsoft® Windows Vista® Enterprise operating system
	Microsoft® Windows Vista® Ultimate operating system
Windows:	Windows 2000, Windows XP, and Windows Vista
Adobe Acrobat:	Adobe® Acrobat®

The screenshots used in this manual are of Windows XP.
Depending on the operating systems you are using, the screen examples and operations may differ from the actual ones.

About Mouse Operations

In this manual, mouse operations are defined as follows:

Click:	refers to clicking on the left mouse button one time (=> Left-click).
Right-click:	refers to clicking on the right mouse button one time.
Double-click:	refers to clicking twice in rapid succession on the left mouse button down.

Manufacturer

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■ Safety Precautions

This manual describes important details for users to use this product safely and correctly. Read this manual thoroughly before you start using this product.
Be sure to read and fully understand the Safety Precautions in this manual, in particular.
In addition, keep this manual handy during use of this product, so that you can refer to it quickly when necessary.

Warning Indications Used in This Manual

In this manual, the following signs are used to indicate a risk of physical injury and damage, so that safe and correct use of this product can be ensured and possible danger and injury to the operator and other persons can be avoided.

This sign warns the operator that improper use, indicated with this sign, may cause death or severe injury of the operator or people in the vicinity, if not followed.

This sign warns the operator that improper use, indicated with this sign, may cause minor injury of the operator, or damage to equipment or property, if not followed.

Symbols Used in This Manual

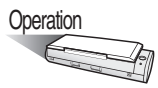
In this manual, the following symbols are used to describe operations as well as indicate warnings.

This symbol alerts operators to particularly important information. Be sure to read this information.

This symbol alerts operators to helpful advice regarding operations.

This symbol indicates the section where you can get information on related matters such as operation methods.

This symbol shows operations to perform on your computer.



This symbol shows operations to perform with your scanner.

A TRIANGLE symbol indicates that special care and attention is required.
The drawing inside the triangle shows the specific caution.

A CIRCLE with a diagonal line inside shows action which users may not perform.
The drawing inside or under the circle shows the specific action that is not allowed.

Outline characters on a colored background show instructions users should follow.
It may also include the drawing that shows the specific instruction.

Screen Examples in This Manual

The screen examples in this manual are subject to change without notice in the interest of product improvement.
If actual screens differ from those used as examples in this manual, operate by following the actual ones referring to the User's Manual of the scanner.
The screenshots used in this manual are for the ScanSnap Manager and the CardMinder applications.
The screen examples in this manual are created according to Microsoft Corporation’s Guideline.

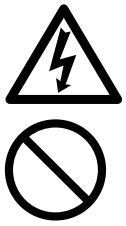
About Maintenance

Repairs should be done by properly trained repair technicians.
When this product needs servicing, please contact the store where you purchased it or any authorized FUJITSU Image Scanner service provider.

⚠WARNING

The following describes important warnings described in this manual.

Do not touch the Power cables with wet hands.



Do not touch the power plug or USB bus power cable with wet hands. Doing so might cause electric shock.

Do not damage the Power cables.

A damaged power cable or USB bus power cable may cause fire or electric shock.
Do not place heavy objects on the power or USB bus power cable, or pull, bend, twist, heat, damage or modify the cable.
Do not use damaged power or USB bus power cables or power plugs. Do not use the power cable when the wall socket is loose.

Use only specified Power and interface cables.

Use only the specified Power, USB bus power, and interface cables. Failure to use the correct cables might cause electric shock and equipment failure.

Use this scanner only at the indicated power voltage. Do not connect to multiple-power strips.

Use this scanner only at the indicated power voltage and current. Improper power voltage and current might cause fire or electric shock.
Also, do not connect to multiple-power strips.

Wipe any dust from the power plug or USB bus power cable.

Wipe off any dust from the metal part and its surrounding section on the power plug and those the USB bus power cable with a soft, dry cloth. Accumulated dust might cause fire or electric shock.

Do not install in locations subject to oil smoke, steam, humidity, and dust.

Do not install the scanner in locations subject to oil smoke, steam, humidity, and dust. Doing so might cause a fire or electric shock.

Do not operate the scanner while touching its heat-generating section for a long time.

To avoid low-temperature burn, do not operate the scanner while keeping touching the heat-generating section such as the bottom of the scanner or the AC adapter for a long time.

Do not cover the scanner or AC adapter with a cloth or blanket.

Do not cover the scanner or AC adapter with a cloth or blanket while the power is being supplied to the scanner. This can help excessive heat generation, and may cause fire.

Do not use the scanner where it gets wet or moistured.

Do not use the scanner at a place such as a bathroom, shower room, or swimming pool where it may easily get wet or moistured. Doing so might cause electric shock or fire.

Do not use the scanner if you smell strange odor.

If you detect heat coming from the device or detect other problems such as smoke, strange smells or noises, immediately turn off the scanner and then disconnect its power plug from the power outlet, or unplug the USB bus power cable from the computer.

Make sure that the smoking has stopped, and then contact the store where you bought the scanner or an authorized FUJITSU scanner service provider.

Firmly insert the power plug.

Firmly insert the power plug and into the power outlet, or the USB bus power cable into the USB port on the computer as far it can go. Not doing so might cause electric shock or fire.

Do not place heavy objects or climb on top of the scanner.

Do not place heavy objects on the scanner or use the top surface of the scanner for performing other work. Improper installation might cause injuries.

Unplug the power cord from the power outlet when the scanner is not used for an extended period of time.

When the scanner is not used for a long period, be sure to disconnect the power plug from the power outlet, or disconnect the USB bus power cable from the computer for safety. Not doing so might cause electric shock or fire.

Disconnect the Power cable if the scanner is damaged.

In case you have dropped the scanner and any of its parts (e.g., cover) is broken, disconnect the power plug from the power outlet, or disconnect the USB bus power cable from the computer. Then, contact the store where you bought the scanner or an authorized FUJITSU scanner service provider.

Do not put foreign objects inside the scanner.

- Do not insert or drop metal or flammable foreign objects in to the scanner.
- Do not scan wet documents or documents with paper clips or staples.
- Do not splash or allow the scanner to get wet.

If foreign objects (water, small metal objects, liquids, etc.) get inside the scanner, immediately turn off the scanner and disconnect the power plug from the power outlet, or the USB bus power cable from the computer, and disconnect the interface cable from the computer. Then, contact the store where you bought the scanner or an authorized FUJITSU scanner service provider. Pay particular attention to this warning in households where there are small children.

Do not touch the inside of the scanner unless necessary.

Do not take apart or modify the scanner. The inside of the scanner contains high-voltage components. Touching these components might cause fire or electric shock.

Do not place the scanner within the reach of small children.

To avoid injuries, do not place the scanner in an area where small children may be able to reach.

Do not use the scanner while driving a car.

Do not use the scanner while driving a car for safety. Accidents can happen.

Do not expose the scanner to excessive heat.

Do not leave the scanner in the direct sunlight, at high temperature such as in a car in the scorching sun, or near heating apparatus. Doing so might cause excessive heat to build up inside the scanner, causing heating, deforming, or melting of the scanner parts (e.g., cover), and raising the temperature inside the scanner, which could result in fire or scanner trouble. Install the scanner in a well-ventilated location.

Before moving the scanner, unplug the power cord from the power outlet.

Do not move the scanner with the power and interface cables connected as this might damage the cables, causing fire, electric shock or injuries.
Before moving the scanner, be sure to disconnect the power plug from the power outlet, and disconnect interface cables as well. Also, make sure that the floor is free of obstructions.

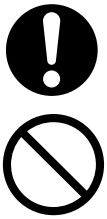
Avoid any contact when scanner is working.

Avoid getting a sleeve, necktie, or hair caught up in any scanner mechanism when scanning as this may cause injuries.

⚠ CAUTION

The following illustrates important cautions described in this manual.

Do not install the scanner on unstable surfaces.



Install the scanner on a flat, lever surface. Make sure none of the scanner parts protrudes outside the desktop.
Do not install the scanner on unstable surfaces. Install the scanner on a level surface that is free of vibration to prevent it from falling.
Install the scanner on a strong surface that will support the weight of the scanner and other devices.

Protect the scanner from static electricity.

Install the scanner away from strong magnetic fields and other sources of electronic noise. Also, protect the scanner from static electricity as this might cause the scanner to malfunction.

Do not use aerosol sprays near the scanner.

Do not use aerosol sprays to clean the scanner. Aerosol sprays cause dirt and dust to enter the scanner, resulting in scanner failure and malfunction.

Do not use the scanner immediately after moving it from a cold place into a warm room.

Do not use the scanner immediately after moving it from a cold place into a warm room. This may cause condensation, which might lead to scanning errors. Let the device dry about one or two hours before you use it.

Be careful not to get wet or moistured when carrying the scanner outside.

When carrying the scanner outside while it is rainy or snowy, pay particular attention so it does not get wet or moistured.

Be careful not to cut your fingers

When handling the paper, be careful not to cut your fingers by the paper.

Chapter 1

Before You Start Using the ScanSnap

1

This chapter describes the necessary preparations for using the ScanSnap.

1.1 Checking the Contents of the Scanner Package 2

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1.1 Checking the Contents of the Scanner Package

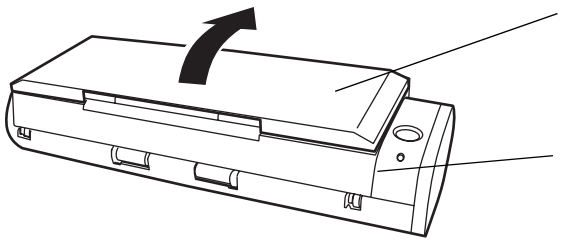
When you unpack the scanner package, find the packaging list first, and then make sure that the ScanSnap and all items in the packaging list are present.
If anything is missing or damaged, contact the store where you purchased the product.

To avoid danger of suffocation, keep the packaging materials away from small children's reach and prevent them from putting the materials in their mouths or putting them on their heads.

1.2 Names and Functions of Components

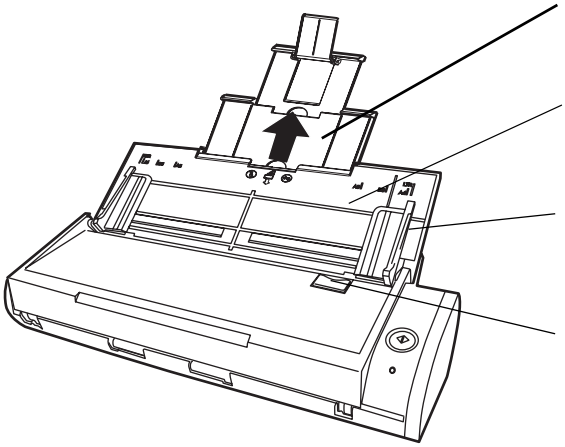
This section describes the names of parts and their functions.

■ Front View



Paper chute
Open the cover to use the scanner.
⇒Opening the cover turns on the scanner.

ADF
(ADF:Automatic Document Feeder)

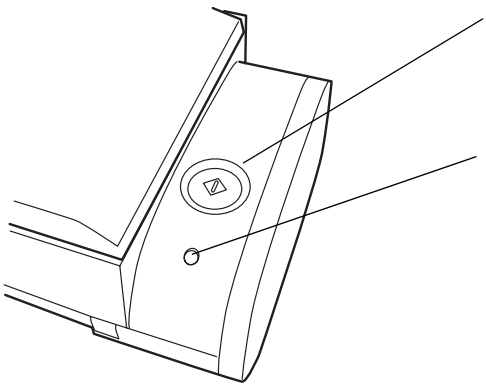


Paper chute guide
Pull out this guide to support the documents when necessary.

Paper chute
After opening it, load the documents to be scanned on this part.

Side guide
Adjust the side guides to the width of documents so that the scanned images will not be skewed.

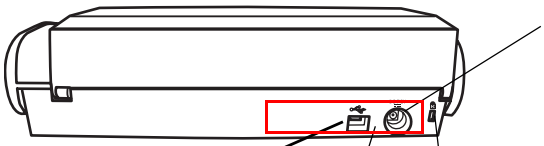
Cover open lever
To open the ADF, pull this lever toward you.



[SCAN] button
Starts the scanning.

Power indicator ⏻
Indicates the power status of the scanner.
Blue (Solid) : Ready
Blue (Blinking) : Scanning/Standby
Orange (Solid) : Error
Light off : Power off

■ Rear View



Security cable slot

You can plug a commercially available security cable into this slot (anti-theft).

Adhesive label

Reminds you that the supplied software has to be installed first. After installing ScanSnap Manager onto your computer, remove this label to connect the scanner to the personal computer.

Chapter 2

Connecting the ScanSnap

This chapter describes how to connect the ScanSnap to your personal computer.
Before you connect the ScanSnap, install the supplied programs (ScanSnap Manager, ScanSnap Organizer, and CardMinder) on your computer.

- Be sure to install ScanSnap Manager before connecting the ScanSnap to your computer.
  If you connect the ScanSnap to the personal computer before installing ScanSnap Manager, the ScanSnap will not operate correctly.
  * If you have connected the ScanSnap to the personal computer before installing ScanSnap Manager, the [Found New Hardware Wizard] dialog box appears (this dialog box might be slightly different depending on the operating system running on your computer). If this dialog box appears, click the [Cancel] button to close the Wizard dialog box, and install ScanSnap Manager first.
- When the ScanSnap is connected to a personal computer, other FUJITSU scanner models (fi-5110EOX Series or ScanSnap S500/S510) or another S300 cannot be used on the same personal computer.

For details about the installation area for the scanner, refer to "Appendix D Installation Specifications" on page 209.

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2.1 Installing the Supplied Programs

"Installation" of programs is the act of copying the program files supplied with the ScanSnap into the hard disk of your personal computer so that the environment for using the ScanSnap is created on the personal computer in which you install the program files.

■ Before Installing the Supplied Programs for the ScanSnap

Before installing the supplied programs for the ScanSnap, perform the following preparations:

1. Check your system.

   The system requirements for the ScanSnap are as follows:

   ■ Operating system

   One of the following operating systems is required:

   - Windows 2000
   - Windows XP
   - Windows Vista

	Windows 2000	Windows XP	Windows Vista
ScanSnap Manager	✓	✓*	✓
ScanSnap Organizer	✓	✓*	✓
CardMinder	✓	✓*	✓

   *: Service Pack 1 or later must be applied

   ■ Personal computer

   - For Windows 2000 and Windows XP:
     Recommended: Intel® Celeron® M 430 1.73 GHz or higher
     Minimum: Intel® Pentium® III 600 MHz or higher
   - For Windows Vista:
     Recommended: Intel® Celeron® M 430 1.73 GHz or higher
     Minimum: Intel® Pentium® 4 1.8 GHz or higher
   - CD-ROM drive (used for installation)
   - USB port (USB 2.0/1.1)

   ■ RAM

   For Windows 2000 and Windows XP:
   Recommended: 512 MB or more
   Minimum: 256 MB or more

   For Windows Vista:
   Recommended: 1 GB or more
   Minimum: 512 MB or more

■ **Free disk space**

- ScanSnap Manager 350 MB
- ScanSnap Organizer 370 MB
- CardMinder 200 MB

- The ScanSnap may not function if it is connected to the USB port on the keyboard or the monitor.
- If you are using a commercially available USB hub, use a powered hub equipped with an AC adapter.
- To connect the ScanSnap with USB 2.0, it is required that the USB port and the hub be compliant with USB 2.0. When you connect the ScanSnap with USB 1.1 port, scanning speed may slow down. Therefore, use the USB 2.0 compatible one if your computer has the USB 2.0 compatible port.
- If the CPU and memory do not meet the required specifications, scanning speed will slow down.

2. Make sure that the ScanSnap is not yet connected to your computer.

3. Start your computer.
   Log on as a user with "Computer administrator" privileges.

4. Exit all programs and close all windows.

■ Installing Supplied Programs

Install the supplied programs from the "ScanSnap Setup CD-ROM" that comes with this scanner. They are:

- ScanSnap Manager
- ScanSnap Organizer
- CardMinder

<Installing ScanSnap Manager, ScanSnap Organizer, and CardMinder>

Following the procedure below, install ScanSnap Manager, ScanSnap Organizer, and CardMinder.

Operation

1. Insert the "ScanSnap Setup CD-ROM" into the CD-ROM drive.

   ⇒ The ScanSnap Installer starts up, and the [ScanSnap Setup] dialog box appears.

(1) You can read important information on installation and uninstallation as well as how the contents of the Setup CD-ROM are organized.

(2) You can install ScanSnap Manager, ScanSnap Organizer, and CardMinder.

(3) You can read manuals.
Click the following buttons to view each of the respective manuals.

- [ScanSnap Manager] button: displays "ScanSnap Operator's Guide (this manual)"
- [ScanSnap Organizer] button: displays "ScanSnap Organizer User's Guide" that explains how to use ScanSnap Organizer.
- [CardMinder] button: displays "CardMinder User's Guide" that explains how to use CardMinder.

ATTENTION

To browse the manuals above, you will need to install Adobe® Reader® (Acrobat Reader™) or an equivalent PDF-supported application, or ScanSnap Organizer.

(4) You can view the contents of the "Setup CD-ROM."
* If you log on to Windows Vista as a standard user, this button is not available. Use Explore to view the contents of the "Setup CD-ROM."

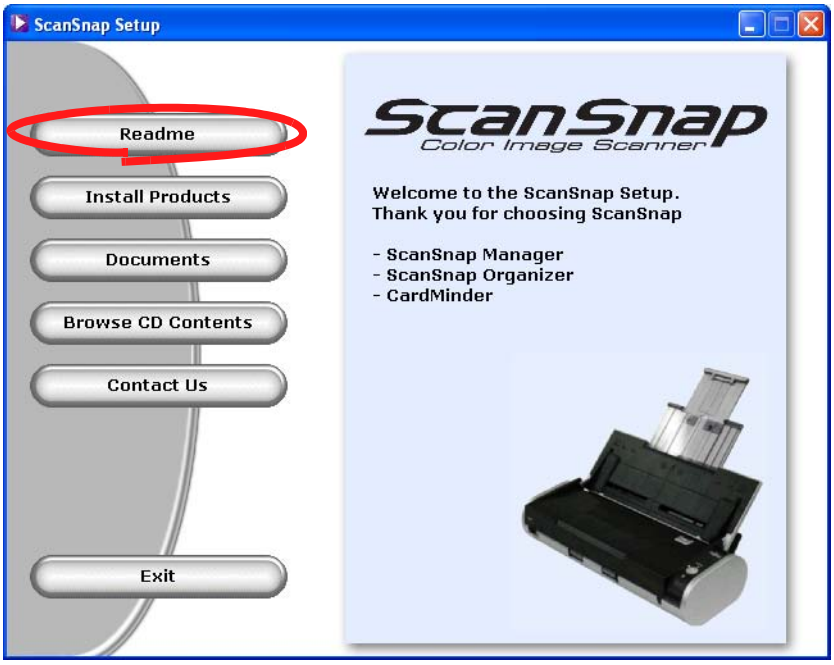
(5) You can visit our website and view information about support to this product. In the displayed window, click the URL, http://scansnap.fujitsu.com. (You must have an Internet connection.)

(6) You can close this window.

HINT

If the [ScanSnap Setup] dialog box is not displayed even when the Setup CD is inserted into the CD-ROM drive, find "Setup.exe" in the CD-ROM drive by using Explore, and then double-click the "Setup.exe" icon.

2. Click the [Readme] button in the [ScanSnap Setup] dialog box.



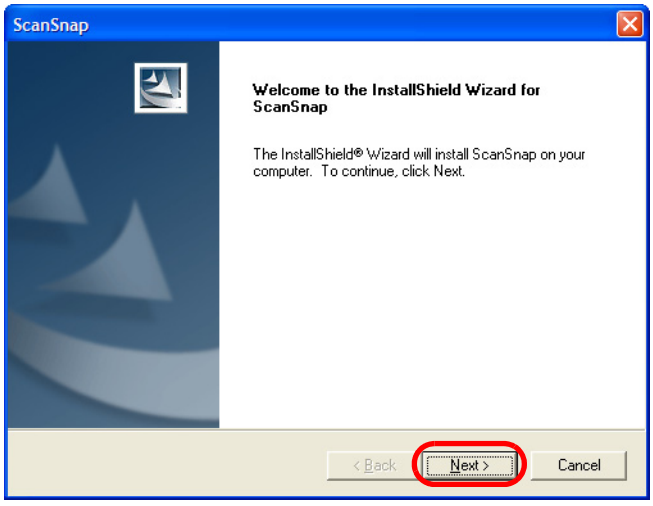
⇒ In the Readme file, things to keep in mind when you install/uninstall programs and how the Setup CD-ROM is configured are described.
Close the Readme file when you finish reading it.

3. Click the [Install Products] button in the [ScanSnap Setup] dialog box.

   Clicking the [Install Products] button installs ScanSnap Manager, ScanSnap Organizer, and CardMinder.

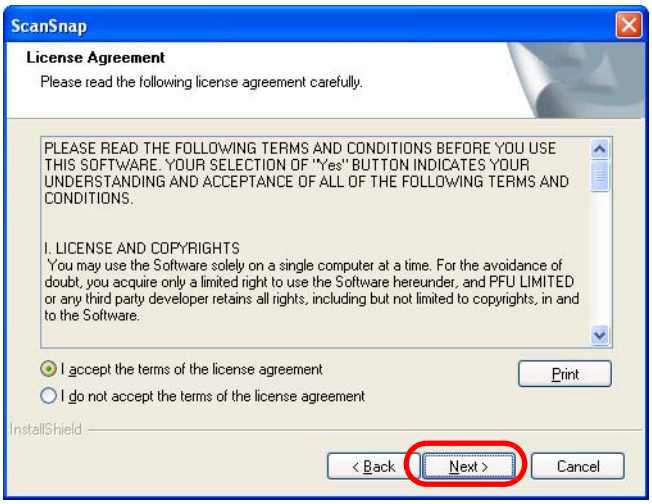
   ⇒ The [Welcome to the InstallShield Wizard for ScanSnap] dialog box appears.

4. Click the [Next] button in the [Welcome to the InstallShield Wizard for ScanSnap] dialog box.


ScanSnap
Welcome to the InstallShield Wizard for ScanSnap
The InstallShield® Wizard will install ScanSnap on your computer. To continue, click Next.
< Back
Next >
Cancel

   ⇒ The [License Agreement] dialog box is displayed.

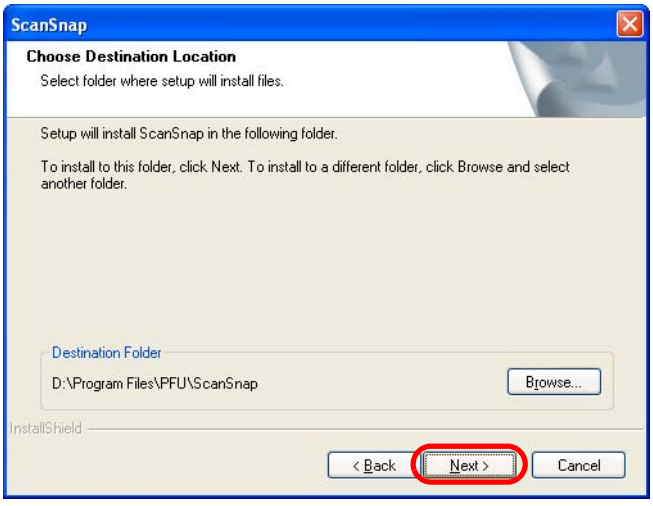
5. Read the full text of the "License Agreement." If you agree to the terms of this license, select [I accept the terms of the license agreement] and click the [Next] button.


ScanSnap
License Agreement
Please read the following license agreement carefully.
PLEASE READ THE FOLLOWING TERMS AND CONDITIONS BEFORE YOU USE THIS SOFTWARE. YOUR SELECTION OF "Yes" BUTTON INDICATES YOUR UNDERSTANDING AND ACCEPTANCE OF ALL OF THE FOLLOWING TERMS AND CONDITIONS.
I. LICENSE AND COPYRIGHTS
You may use the Software solely on a single computer at a time. For the avoidance of doubt, you acquire only a limited right to use the Software hereunder, and PFU LIMITED or any third party developer retains all rights, including but not limited to copyrights, in and to the Software.
I accept the terms of the license agreement
I do not accept the terms of the license agreement
Print
InstallShield
< Back
Next >
Cancel

⇒ The [Choose Destination Location] dialog box is displayed.

6. In the [Choose Destination Location] dialog box, choose the destination folder and click the [Next] button.

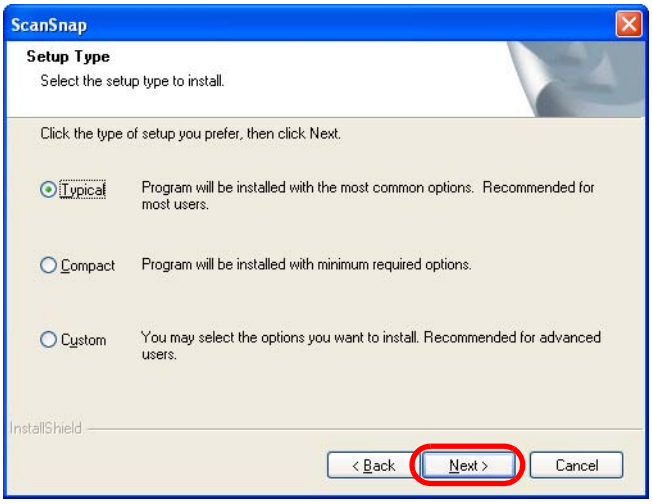
To install ScanSnap programs in the default folder, simply click the [Next] button.
In most cases, you do not have to change the directory path. When the selected drive does not have enough free disk space, change the directory path.
When changing the directory path, click the [Browse] button and display the [Select Directory] dialog box; select the folder to install ScanSnap programs.


ScanSnap
Choose Destination Location
Select folder where setup will install files.
Setup will install ScanSnap in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
D:\Program Files\PFU\ScanSnap
Browse...
InstallShield
< Back
Next >
Cancel

⇒ The [Setup Type] dialog box is displayed.

7. Select [Typical], [Compact], or [Custom] from options and click the [Next] button.

Select [Typical] for ordinary use.


ScanSnap
Setup Type
Select the setup type to install.
Click the type of setup you prefer, then click Next.
Typical
Program will be installed with the most common options. Recommended for most users.
Compact
Program will be installed with minimum required options.
Custom
You may select the options you want to install. Recommended for advanced users.
InstallShield
< Back
Next >
Cancel

⇒ Clicking the [Next] button displays the [ScanSnap Manager Setting 1] dialog box.

HINT

Depending on the selected option, programs are installed as follows:

- Typical
  ScanSnap Manager, ScanSnap Organizer, and CardMinder are installed along with the manuals for these programs.
- Compact
  ScanSnap Manager is installed along with its manual.
- Custom
  Only the programs of your choice and the manuals of them are installed.

8. In the [ScanSnap Manager Setting 1] dialog box, specify the method of loading the document, and then click the [Next] button.

When you want to set the document upside down and face down on the ScanSnap, select the left radio button.

When you want to set the document face up on the ScanSnap, check the right radio button.

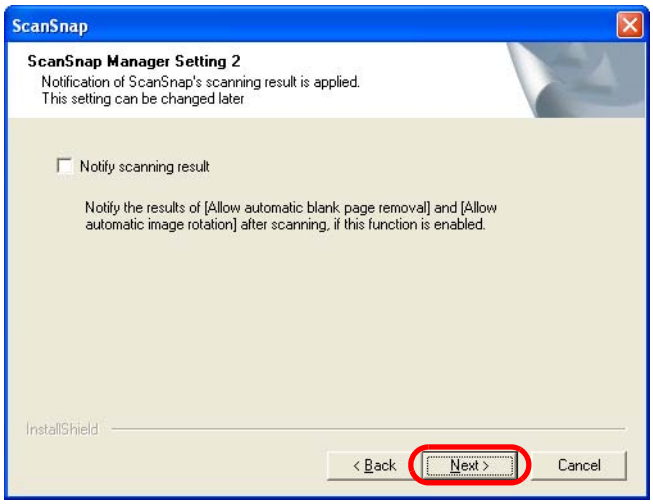
⇒ Next, the [ScanSnap Manager Setting 2] dialog box appears.

HINT

- You can also change the setting after installation.
  For details, refer to "- Set the documents with its face up" on page 61 in section "4.2 Changing Scanning Settings" (page 47).
- This dialog box will not appear when programs are re-installed. The settings configured before re-installation remain effective.

9. In the [ScanSnap Manager Setting 2] dialog box, if you want to receive notification about the scanning result, mark the [Notify scanning result] checkbox, and then click the [Next] button.

   If the checkbox is marked, the message appears after scanning to inform you whether blank pages are automatically removed or whether images are automatically rotated.

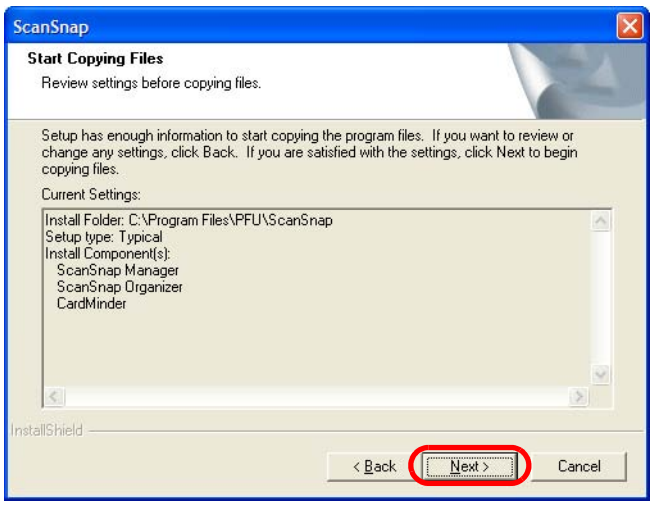

ScanSnap
ScanSnap Manager Setting 2
Notification of ScanSnap's scanning result is applied.
This setting can be changed later
Notify scanning result
Notify the results of [Allow automatic blank page removal] and [Allow automatic image rotation] after scanning, if this function is enabled.
InstallShield
< Back
Next >
Cancel

⇒ Clicking the [Next] button displays the [Start Copying Files] dialog box.

HINT

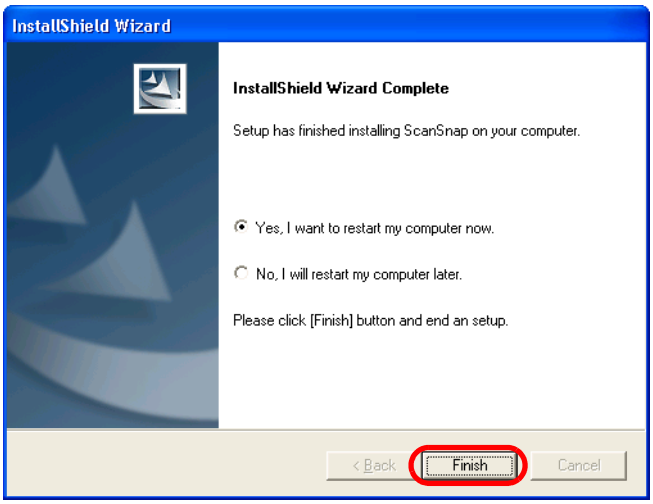
- You can change this setting after installation.
  For details, refer to "Show scanning results" on page 45.
- The dialog box above will not appear when re-installing programs.
  The settings configured before the re-installation remain effective.

10. In the [Start Copying Files] dialog box, check the files that will be installed and click the [Next] button.


ScanSnap
Start Copying Files
Review settings before copying files.
Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.
Current Settings:
Install Folder: C:\Program Files\PFU\ScanSnap
Setup type: Typical
Install Component(s):
ScanSnap Manager
ScanSnap Organizer
CardMinder
InstallShield
< Back
Next >
Cancel

⇒ The installation is started. When the installation is complete, the [InstallShield Wizard Complete] dialog box will appear.

11. In the [InstallShield Wizard Complete] dialog box, click the [Finish] button.


InstallShield Wizard
InstallShield Wizard Complete
Setup has finished installing ScanSnap on your computer.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Please click [Finish] button and end an setup.
< Back
Finish
Cancel

⇒ Select [Yes, I want to restart my computer now.] to restart your personal computer.
⇒ Select [No, I will restart my computer later.] to finish the installation. The [ScanSnap Setup] dialog box appears; click the [Exit] button to close the [ScanSnap Setup] dialog box.
(To complete the installation, you have to restart your computer.)

For how to uninstall these programs, refer to "Appendix B Uninstalling ScanSnap" on page 203.

2.2 Connecting the ScanSnap to your PC

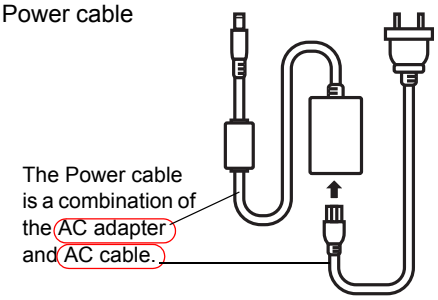
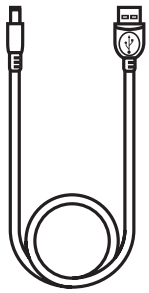
When the installation of the above programs is complete, connect the ScanSnap to your computer.

ATTENTION

Be sure to install the supplied programs, and then restart your computer before connecting the ScanSnap to your computer with cables. (For details about the installation, refer to "Installing the Supplied Programs" on page 6).

■ Connecting the Cable

Connect the ScanSnap to a power supply in either of two ways below:
First, connect to a power supply, and then connect to a personal computer with the USB cable.

Power source	Use the following cable:	See:
Power outlet (When always operating the scanner at the same regular place where it can be fed power from a power outlet)	Power cable  	"When connecting with the Power cable:" (page 16)
Personal computer (When using the scanner at a place where it reaches no power outlet, or when carrying the scanner together with your laptop computer around and operating at a place where no power outlet is available)	USB bus power cable 	"When connecting with the USB bus power cable:" (page 17)

CAUTION

Use only the AC cable and AC adapter (power cable) below:
Otherwise, a failure may be caused.

- Manufacturer: LEI
- Model No.: NU13-1072166-I3

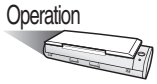
ATTENTION

- When using the USB bus power cable, the personal computer must have two USB ports; one for power feeding, the other for USB cable connection.
- When connecting with the USB bus power cable via a USB hub, use a powered hub equipped with an AC adapter.
- When the scanner is connected with the USB bus power cable, the scanning speed becomes slow.
  Double-sided color documents of A4 or letter in size can be scanned at a speed of:
  - Power-cable-connected: Approx. 8 sheets/minute
  - UBS-bus-power-cable-connected: Approx. 4 sheets/minute

  (when used with a computer with Intel® Celeron® M 430 1.73 GHz or higher that runs Windows 2000, Windows XP or Windows Vista and with Scan mode set to Normal, Color mode Auto, and Compression rate 3, and others set to defaults)

When connecting with the Power cable:

Use the Power cable ❶ and USB cable ❷.

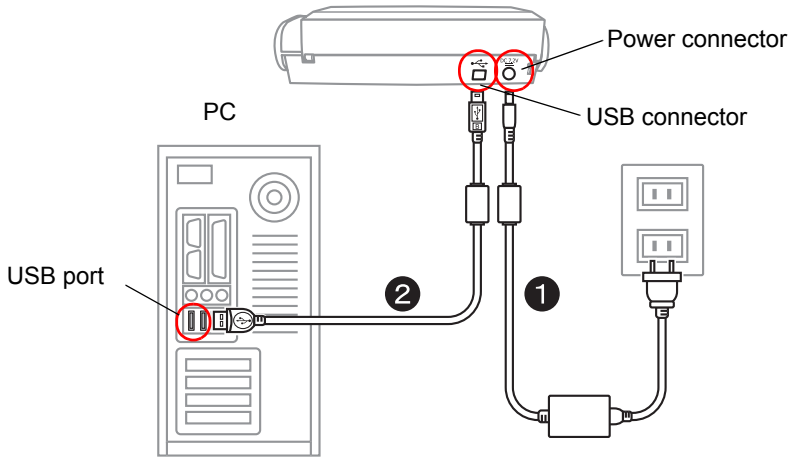


1. Connect the Power cable.

   Remove the adhesive label covering the USB and Power connectors.
   Connect to the ScanSnap's power connector and an outlet.

2. Connect the USB cable.

   Connect the USB cable to both the ScanSnap and personal computer. Insert until it is all the way seated in the USB connector and USB port.



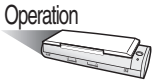
3. After power and USB connector are connected with cables, perform the procedure described in "Turning the ScanSnap ON" on page 18.

ATTENTION

- Be sure to use the supplied AC adapter and AC cable.
- Be sure to use the supplied USB cable.
  The operation with any commercially available USB cable is not guaranteed.
- If only the USB cable is used, the ScanSnap does not operate. Be sure to use two types of cables, the power and USB cables, to connect the ScanSnap to a personal computer.
- Connect the Power cable before connecting the USB cable.
- Be sure to install ScanSnap Manager before connecting the ScanSnap to your computer. (For how to install them, refer to section "Installing Supplied Programs" on page 7.)
- When connecting to a USB hub, be sure to use the first stage USB hub that is closest to the computer. If you use the second or later hub stages, the scanner may not operate properly.
- When connecting with a USB 2.0 cable, make sure that the USB port to connect to and hub must be USB 2.0-compliant. Note that if connected with a USB 1.1 cable, the scanning speed may become slow. When a USB 2.0-compliant port is available, it is recommended that the USB 2.0-compliant port be used.

When connecting with the USB bus power cable:

Use the USB bus power cable ❶ and USB cable ❷.

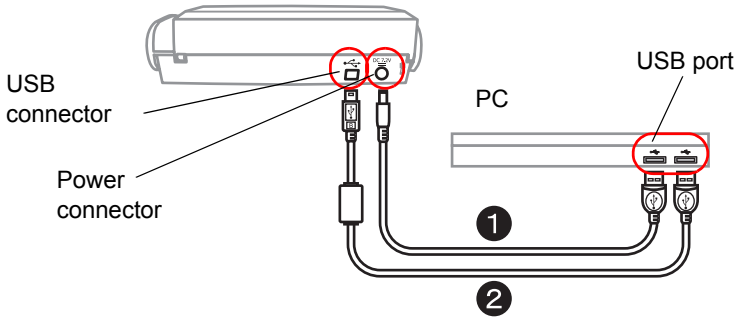


1. Connect the USB bus power cable.

   Remove the adhesive label covering the USB and Power connectors.
   Connect to the ScanSnap's power connector and a personal computer.

2. Connect the USB cable.

   Connect the USB cable to both the ScanSnap and personal computer. Insert until it is all the way seated in the USB connector and USB port.



3. After power and USB connector are connected with cables, perform the procedure described in "Turning the ScanSnap ON" on page 18.

ATTENTION

- Be sure to use the supplied USB bus power cable.
- Be sure to use the supplied USB cable.
  The operation with any commercially available USB cable is not guaranteed.
- If only the USB cable is used, the ScanSnap does not operate. Be sure to use two types of cables, the USB bus power and USB cables, to connect the ScanSnap to a personal computer.
  Or, use a powered hub equipped with an AC adapter, and connect both cables to the same hub.
- When connecting to a USB hub, be sure to use the first stage USB hub that is closest to the computer. If you use the second or later hub stages, the scanner may not operate properly.
- Connect the USB bus power cable before connecting the USB cable.
- Be sure to install ScanSnap Manager before connecting the ScanSnap to your computer. (For how to install them, refer to section "Installing Supplied Programs" on page 7.)
- When connecting with a USB 2.0 cable, make sure that the USB port to connect to and hub must be USB 2.0-compliant. Note that if connected with a USB 1.1 cable, the scanning speed may become slow. When a USB 2.0-compliant port is available, it is recommended that the USB 2.0-compliant port be used

■ Turning the ScanSnap ON

Follow the procedure below to turn the scanner ON.

HINT

The ScanSnap is turned on/off in conjunction with:

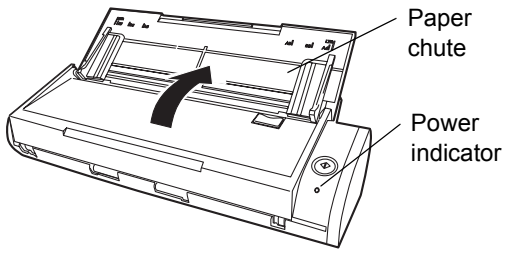
- opening/closing of the paper chute on the ScanSnap
- turning on/off of the personal computer connected to the ScanSnap

As the first case above is given priority, the ScanSnap will not be turned on unless the paper chute is open, even if the personal computer is turned on.

Leave the ScanSnap connected to the personal computer, and you can turn on/off the ScanSnap simply by opening/closing the paper chute when necessary.

Operation

1. Open the Paper chute of the ScanSnap.



2. The ScanSnap is turned ON.
   ⇒ The Power indicator starts blinking, and becomes solid. Then, the ScanSnap is recognized as new hardware by your computer.

Depending on the performance of the computer and the load on it, it may take time before the power LED gets illuminated. For example, it may take time if there are many programs running on the computer. In such case, wait until the power LED is steadily on.
If the power LED keeps blinking several minutes or more, close the Paper Chute, await at least five seconds, then reopen it. If this does not change the situation, check for the cable connection.

3. The connection of the ScanSnap is complete.

It may take some time for the ScanSnap Manager icon on the taskbar to becomes the ready status.
The button indication on your computer depends on the cable connection you made.

- Power cable connection:
- USB bus power cable connection:

This guide uses examples for power cable connection.

Chapter 3

Using the ScanSnap

This chapter describes the basic operations of the ScanSnap.

3

3.1 Flow of Operations 22

3.2 Paper Sizes of Documents to be Scanned 38

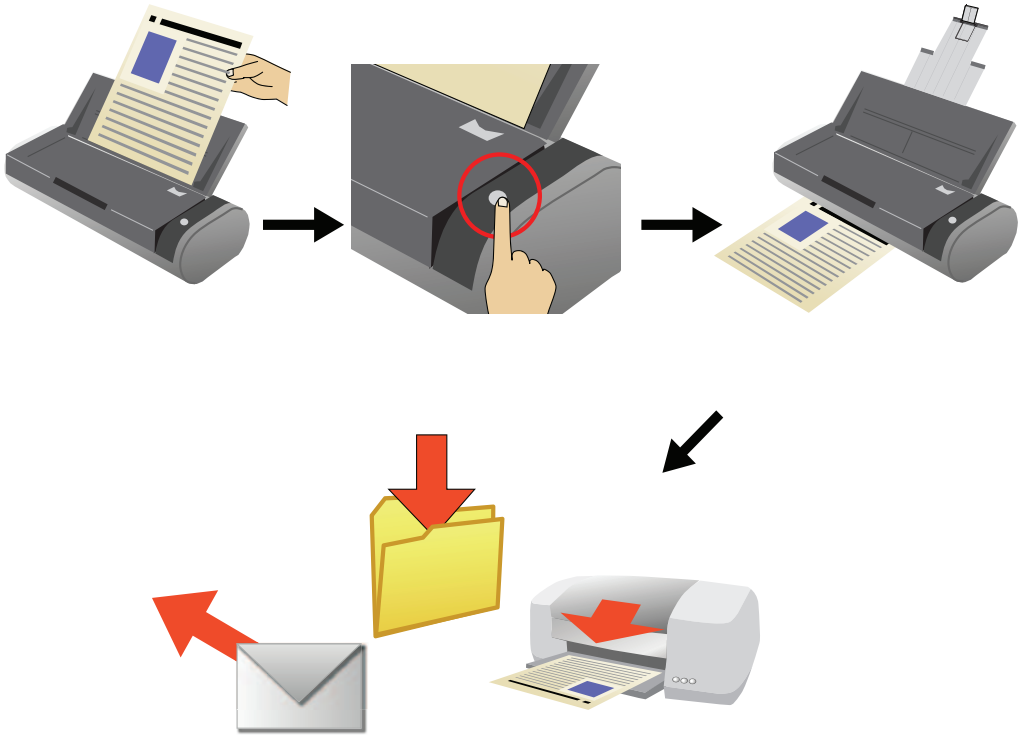
3.3 Loading Documents 40

3.1 Flow of Operations

This section describes the flow of operations starting with the scanning of documents on the ScanSnap to the saving of scanned images in PDF format.

■ Basic Flow of Operations

With the document loaded on the ScanSnap, simply press the [SCAN] button, and you can save the scanned documents to files, attach them to e-mail, and print them with the printer.



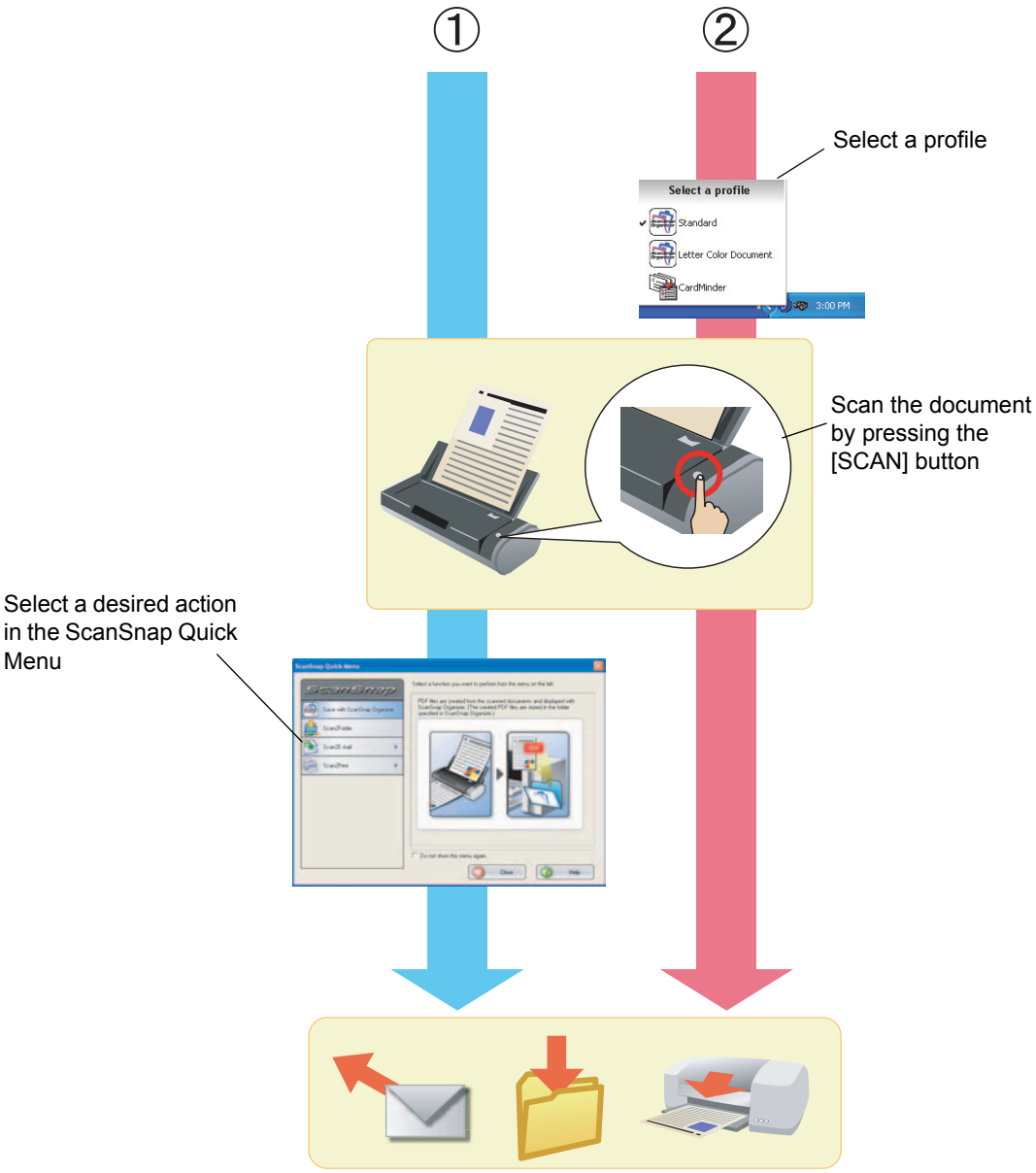
Press the [SCAN] button to scan documents.

With the [SCAN] button

, you can scan documents in two different ways. Perform a scan in a way that suits the preferences of you.

SCAN	Simply press this button to scan the document. (1) Select an action you want to perform in the ScanSnap Quick Menu after scanning (page 27). (2) Select an application or a profile before scanning (page 32).

Use either way according to your preferences.



HINT

You can switch between the above two modes by checking and unchecking [Use Quick Menu] in the Right-Click Menu, which pops up when the ScanSnap Manager icon ( ) on the taskbar is right-clicked. For details, refer to "Use Quick Menu" on page 45.

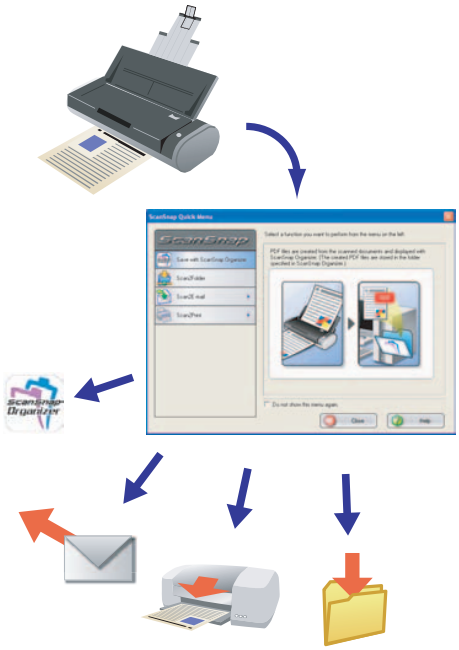
1. Select an action you want to perform in the ScanSnap Quick Menu after scanning.
(SCAN Button Settings: Quick Menu Mode)

1) Press the [SCAN] button to scan the document.

2) The ScanSnap Quick Menu appears after scanning.

3) Select a desirable action in the ScanSnap Quick Menu.

⇒ An application starts up for you to perform the selected action.



HINT

The Quick Menu Mode has the following features:

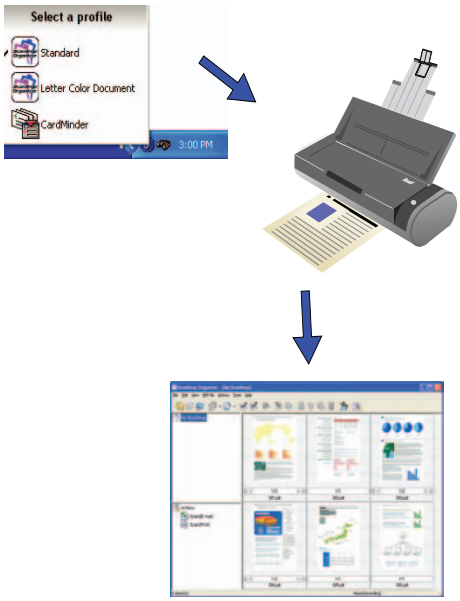
- You can perform a desirable action with point and click operations by using the menu simple enough for beginners.
- This way of scanning is suitable when you want to perform various actions after scanning. You do not have to specify an application in advance.

2. Select an application or a profile before scanning.
(SCAN Button Settings: Left-Click Menu Mode)

1) On the Left-Click Menu, select a desirable application (profile).

2) Press the [SCAN] button to scan the document.

⇒ The selected application starts up for you to perform the selected action.



HINT

The Left-Click Menu Mode has the following features:

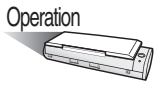
- You can scan the document at the press of a button.
- This way of scanning is suitable when you want to scan the document by using a profile you have configured in advance.
- You can add profiles modified to suit the needs or preferences of you.

The following gives you detailed descriptions of a series of operations.

For the combination of SCAN ([SCAN] button) and <ScanSnap Quick Menu Mode>, see "Scanning documents in Quick Menu Mode" on page 27.

For the combination of SCAN ([SCAN] button) and <Left-Click Menu Mode>, see "Scanning documents in Left-Click Menu Mode" on page 32.

■ Preparation



1. Make sure that the Power cable or USB bus power cable is connected to the ScanSnap.

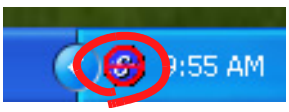
2. Make sure that the ScanSnap is connected to your computer properly.

HINT

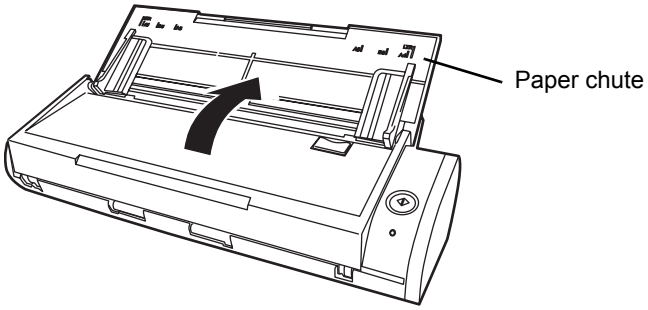
You can turn the personal computer on before connecting the ScanSnap to it. If the ScanSnap is already connected to your computer, you do not have to disconnect them to reconnect.

3. Turn on your computer.

⇒ The ScanSnap Manager icon appears on the taskbar when Windows starts.



4. Open the paper chute.



⇒ The ScanSnap is turned on and the ScanSnap Manager icon will change from to .

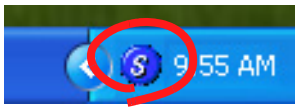
HINT

Depending on the performance of the computer and the load on it, it may take time for the ScanSnap Manager icon on the taskbar to become the ready status.

■ Scanning documents in Quick Menu Mode

Operation

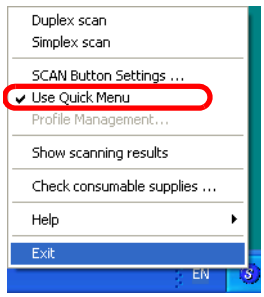
1. Check for the ScanSnap Manager icon on the taskbar as shown below.



HINT

If the ScanSnap Manager icon is not displayed on the taskbar, from the [Start] menu, select [All Programs] ⇨ [ScanSnap Manager] ⇨ [ScanSnap Manager] to start up ScanSnap Manager.
Generally, ScanSnap Manager is registered under Startup programs, so that its icon is displayed on the taskbar when Windows starts. If it is not registered under Startup programs, from [Start] menu, select [All Programs] ⇨ [ScanSnap Manager] ⇨ [Startup Register] to register it.

Check that [Use Quick Menu] is marked in the menu that pops up when the ScanSnap Manager icon is right-clicked.



HINT

If [Use Quick Menu] is not marked, scanning is performed in Left-Click Menu Mode. For how to scan the document in the Left-Click Menu Mode, refer to "Scanning documents in Left-Click Menu Mode" on page 32.

Operation

2. Load the document onto the ScanSnap.

Refer to "3.2 Paper Sizes of Documents to be Scanned" (page 38) and "3.3 Loading Documents" (page 40) for more information.

3. Press the [SCAN] button

on the ScanSnap.

⇒ Scanning is started.

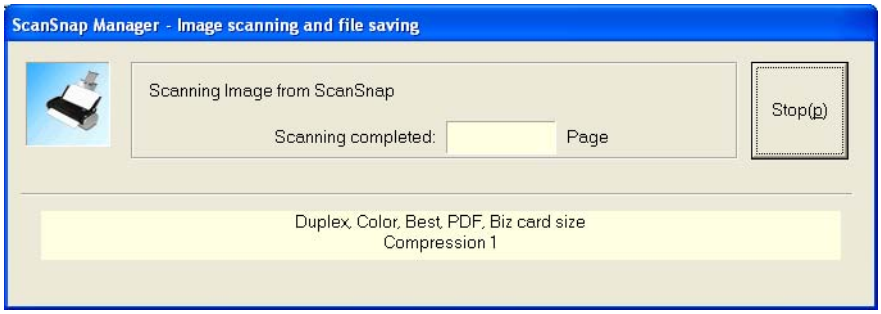
HINT

- By default, documents are scanned in Duplex mode when you press the [SCAN] button. In the [ScanSnap Manager - Scan and Save Settings] dialog box, you can switch the scanning mode of the [SCAN] button to Simplex mode.
- Scanning can also be started by using the ScanSnap Manager icon on the taskbar.
  For details about this operation, refer to "4.1 About the ScanSnap Icon" (page 44).

ATTENTION

- Do not connect or disconnect other USB devices during the scanning operation.
- Do not close the paper chute during the scanning operation.
- Do not switch the user to log in during the scanning operation. Otherwise, the scanning is canceled.

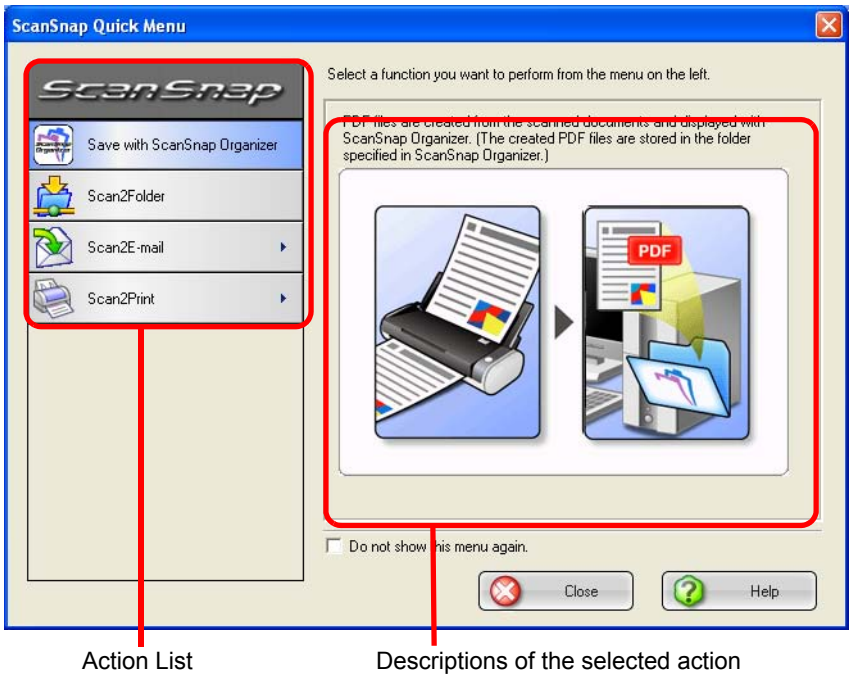
⇒ The power indicator (lamp) on the ScanSnap blinks blue during the scanning operation.
The following window appears to indicate the scanning status.



⇒ When the scanning is complete, the ScanSnap Quick Menu appears.

Operation

4. Select an action you want to perform in the Action List on the left side of the ScanSnap Quick Menu.

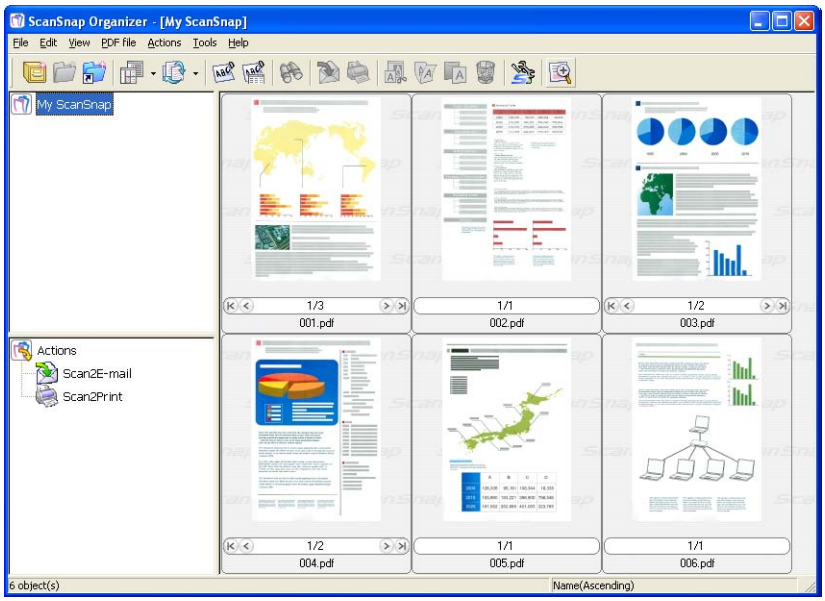


Action List

Action	Description
Save with ScanSnap Organizer *1	PDF files are created from the scanned images, and ScanSnap Organizer is started to display the scanned images. Those files are saved in a folder (on your personal computer) specified in ScanSnap Organizer.
Scan2Folder	PDF files are created from the scanned images and saved in a specified folder (shared folder). ⇒ "5.2 Saving Data in the Specified Folder" (page 89)
Scan2E-mail	PDF files are created from the scanned images and an e-mail program is started with the PDF files attached to e-mail. ⇒ "5.3 Sending Files by E-Mail" (page 101)
Scan2Print	Scanned images are printed with a printer. ⇒ "5.4 Using the ScanSnap as a Copy Machine" (page 117)

*1: This Action button does not appear unless ScanSnap Organizer is installed.

⇒ An application corresponding to the selected action starts up to perform the selected action. (If you perform [Save with ScanSnap Organizer], PDF files are created based on the scanned documents and stored in a folder specified in ScanSnap Organizer. Then, ScanSnap Organizer starts up to display the stored images.)



For details about the settings for the scanning, file name, and destination to save data, refer to "4.2 Changing Scanning Settings" (page 47).
About the scanning of Business cards, refer to section "6.2 Scanning Business Cards" (page 157).

HINT

- By default, documents are scanned using the settings below.
  Image quality: Normal
  Color mode: Auto Color Detection
- Before scanning documents of printed or handwritten text, mark the [Setting for text only document] checkbox. In the [ScanSnap Manager - Scan and Save Settings] dialog box, select the [Scanning] tab, and then the [Option] button to display the [Read mode option] dialog box in which you can enable the above function. For details, refer to section "4.2 Changing Scanning Settings" (page 47).
- In the Quick Menu Mode, scanned images cannot be saved in JPEG format. To save images in JPEG format, use the Left-Click Menu Mode.
  For information about how to scan in the Left-Click Menu Mode, refer to "Scanning documents in Left-Click Menu Mode" on page 32.
- For details about changing the document scanning settings, refer to section "4.2 Changing Scanning Settings" (page 47). In the [ScanSnap Manager - Scan and Save Settings] dialog box, you can change the following settings:
  - Folder in which scanned images are saved
  - File name of scanned images
  - Scanning mode (whether to perform fast scanning or excellent scanning, whether to produce sharp text images, whether to automatically remove blank pages, correct skewed images, change orientation of pages, load the document face up, and continue scanning another document)
  - Whether to text-recognize the scanned document to make PDF files searchable
  - Whether to include all scanned pages in a PDF file or create PDF files, each of which includes a preset number of pages
  - Paper size of documents to be scanned
  - File size of scanned images (compression rate)

  Scanned images may be scaled in some degree.
- When ScanSnap Organizer and/or CardMinder is running and one of these applications becomes active, the ScanSnap automatically interacts with the active application. Scanned document images are opened with the active application. Interaction is disabled when the application is closed.
  For details on the automatic interaction, refer to section "4.5 About Automatic Interaction with Applications" (page 84).

ATTENTION

- When the ScanSnap Quick Menu is displayed, the ScanSnap does not work even if you press the [SCAN] button. Select one of actions in the menu and complete the action before scanning another document.
- Do not move, delete, rename files in other applications when the ScanSnap Quick Menu is displayed.

■ Scanning documents in Left-Click Menu Mode

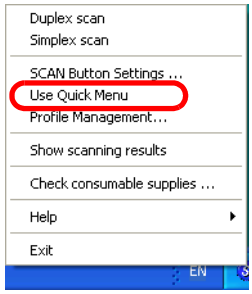
Operation

1. Check for the ScanSnap Manager icon on the taskbar as shown below.

HINT

If the ScanSnap Manager icon is not displayed on the taskbar, from the [Start] menu, select [All Programs] ⇨ [ScanSnap Manager] ⇨ [ScanSnap Manager] to start up ScanSnap Manager.
Generally, ScanSnap Manager is registered under Startup programs, so that its icon is displayed on the taskbar when Windows starts. If it is not registered under Startup programs, from the [Start] menu, select [All Programs] ⇨ [ScanSnap Manager] ⇨ [Startup Register] to register it.

2. Unmark [Use Quick Menu] in the menu that pops up when the ScanSnap Manager icon is right-clicked.



HINT

When [Use Quick Menu] is marked, the document is scanned in Quick Menu Mode. For details about the Quick Menu Mode, refer to "Scanning documents in Quick Menu Mode" on page 27.

Operation

3. Load the document onto the ScanSnap.

Refer to "3.2 Paper Sizes of Documents to be Scanned" (page 38) and "3.3 Loading Documents" (page 40) for more information.

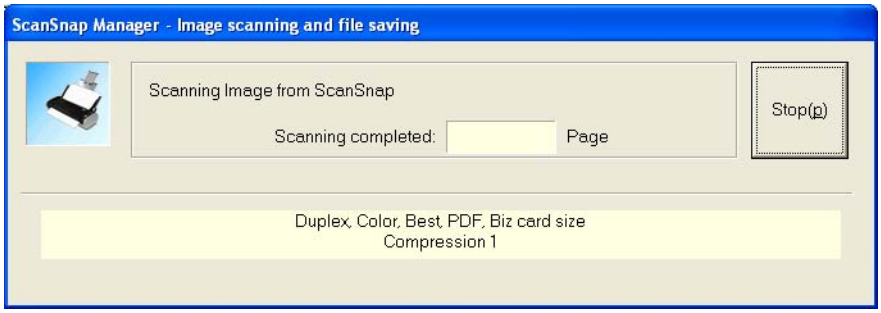
4. Press the [SCAN] button on the ScanSnap.

   ⇒ Scanning is started.

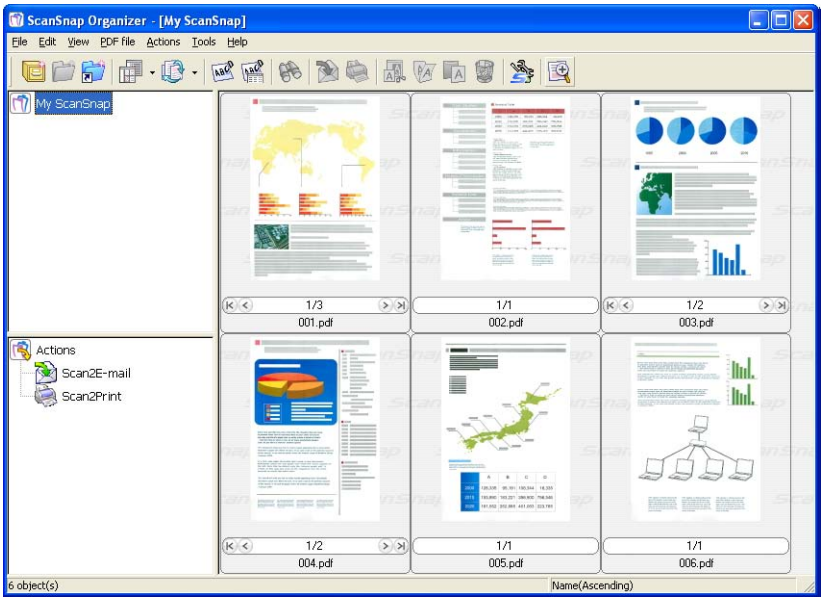
- By default, documents are scanned in Duplex mode when you press the [SCAN] button. In the [ScanSnap Manager - Scan and Save Settings] dialog box, you can switch the scanning mode of the [SCAN] button to Simplex mode.
- Scanning can also be started by using the ScanSnap Manager icon on the taskbar.
  For details about this operation, refer to section "4.1 About the ScanSnap Icon" (page 44).

- Do not connect or disconnect other USB devices during the scanning operation.
- Do not close the paper chute during the scanning operation.
- Do not switch the user to log in during the scanning operation. Otherwise, the scanning is canceled.

   ⇒ The power indicator (lamp) on the ScanSnap blinks blue during the scanning operation.
   The following window appears to indicate the scanning status.



⇒ The supplied application (such as ScanSnap Organizer) becomes active, and you can view the scanned images.



For details about the settings for the scanning, file name, and destination to save data, refer to section "4.2 Changing Scanning Settings" (page 47).
About the scanning of Business cards, refer to section "6.2 Scanning Business Cards" (page 157).

- By default, documents are scanned using the settings below.
  Image quality: Normal
  Color mode: Auto Color Detection
- Before scanning documents of printed or handwritten text, mark the [Setting for text only document] checkbox. In the [ScanSnap Manager - Scan and Save Settings] dialog box, select the [Scanning] tab, and then the [Option] button to display the [Read mode option] dialog box in which you can enable the above function. For details, refer to section "4.2 Changing Scanning Settings" (page 47).
- The application that starts up automatically after scanning is the one selected on the [Application] tab of the [ScanSnap Manager - Scan and Save Settings] dialog box.
  For details, refer to section "4.2 Changing Scanning Settings" (page 47).
- Scanned images can also be saved in JPEG format. To save images in JPEG format, change scanning settings beforehand.
  For information about scanning settings, refer to section "4.2 Changing Scanning Settings" (page 47). In the [ScanSnap Manager - Scan and Save Settings] dialog box, you can change the following settings:
  - Application that interacts with the ScanSnap
  - Folder in which scanned images are saved
  - File name of scanned images
  - Scanning mode (whether to perform fast scanning or excellent scanning, whether to produce sharp text images, whether to automatically remove blank pages, correct skewed images, change orientation of pages, load the document face up, and continue scanning another document)
  - File format of scanned images (*.pdf/*.jpg)
  - Whether to text-recognize the scanned document to make PDF files searchable
  - Whether to include all scanned pages in a PDF file or create PDF files, each of which includes a preset number of pages
  - Whether to password-protect the created PDF files
  - Paper size of images to be scanned
  - File size of scanned images (compression rate)

  Scanned images may be scaled in some degree.
- When ScanSnap Organizer or CardMinder becomes active, the ScanSnap automatically interacts with the active application. While an application is interacting with the ScanSnap, the ScanSnap Quick Menu is disabled, and scanned images are stored in the active application. Scanned document images are opened with the active application. Interaction is disabled when the application becomes inactive or when it is closed.
  For information about this automatic interaction, refer to section "4.5 About Automatic Interaction with Applications" (page 84).

■ Turning the ScanSnap On/Off

You can turn on/off the ScanSnap by doing either of the following:

- Turn on/off the personal computer.
- Open/close the paper chute of the ScanSnap.

The ScanSnap is turned on/off in conjunction with the personal computer or opening/closing of the paper chute. Ordinarily, you can forget about turning on/off the ScanSnap being connected to the personal computer.

- **When you turn off the personal computer or close the paper chute of the ScanSnap...**

  ⇒ The power indicator goes off and the ScanSnap is turned off.

- **When you turn on the personal computer or open the paper chute of the ScanSnap...**

  ⇒ The ScanSnap is turned on, the power indicator starts blinking and then stays on.

Depending on the performance of the computer and the load on it, it may take time before the power LED gets illuminated. For example, it may take time if there are many programs running on the computer. In such case, wait until the power LED is steadily on.
If the power LED keeps blinking several minutes or more, close the Paper Chute, await at least five seconds, then reopen it. If this does not change the situation, check for the cable connection.

Depending on specifications of your personal computer, the following symptoms may occur. Even so, the ScanSnap is not malfunctioning.

- The ScanSnap is initialized several times during startup.
- It may take 2 to 3 minutes until the power indicator goes off after the personal computer is turned off.

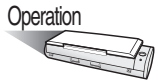
■ Finishing Scanner Operation

Exiting ScanSnap Manager

When you do not want ScanSnap Manager to stay resident on your computer, right-click the ScanSnap Manager icon on the taskbar, and select [Exit] in the Right-Click menu to exit ScanSnap Manager.

If you exit ScanSnap Manager, you can no longer use the ScanSnap.
To activate ScanSnap Manager again, from the [Start] menu, select [All Programs] ⇨ [ScanSnap Manager] ⇨ [ScanSnap Manager].

Disconnecting the ScanSnap



1. Close the paper chute to turn off the ScanSnap.

   ⇒ The ScanSnap Manager icon on the taskbar changes to the inactive state .
   The ScanSnap power indicator goes off.

2. Disconnect the USB cable from your computer.

3. Disconnect the Power cable or USB bus power cable from the power outlet or computer.

The ScanSnap is turned on/off in conjunction with the personal computer or opening/closing of the paper chute. Ordinarily, you can forget about turning on/off the ScanSnap being connected to the personal computer.

3.2 Paper Sizes of Documents to be Scanned

The ScanSnap can scan any paper sizes in the table below.

Type	Standard office paper Post cards, Business cards	
Weight	64 g/m^2 to 104 g/m^2 (17 lb to 28 lb)	
Size	Letter	(8.5 x 11 in. (216 x 279.4 [mm]))
	Legal	(8.5 x 14 in. (216 x 355.6 [mm]))
	A4	(210 × 297 [mm])
	A5	(148 × 210 [mm])
	A6	(105 × 148 [mm])
	B5 (JIS)	(182 × 257 [mm])
	B6 (JIS)	(128 × 182 [mm])
	Post card	(100 × 148 [mm])
	Business card	(90 × 55 [mm], 55 × 90 [mm])
	Custom	Width: 50.8 to 216 [mm] (2 to 8.5 [in.]) Length: 50.8 to 360 [mm] (2 to 14.17 [in.])

- Documents hand-written with a pencil may be smeared during a scan.
  The rollers of the ScanSnap get dirty and multi-feeding may be caused. In the case where you scan such documents, clean the rollers as often as possible.
  For details, refer to "8.2 Cleaning the Inside of the Scanner" (page 185).
- Carbonless paper contains chemical substances that may damage the Pad ASSY and/or rollers such as the pick roller. When scanning carbonless paper, keep in mind the following:
  - Clean the Pad ASSY and rollers as frequently as possible.
  - The service life of the ScanSnap may be shorter than when you use woodfree paper.
- Do not scan any photographs or sheets of paper affixed to the document.
  Doing so may damage the photographs or sheets as they should come into contact with the pad and/or rollers of the ScanSnap during scanning.

Do not scan the following types of documents:

- Documents with paper clips and/or staples (Remove clips and staples to scan these documents.)
- Documents before ink dries (Scan documents after the ink dries.)
- Documents larger than Legal (width: 8.5 in. length: 14 in.)
- Documents folded in half
- Materials other than paper such as the fabric, metal foil, transparency, or plastic card

If you scan the following types of documents, the documents may be damaged or scanned incorrectly:

- Documents smaller than 2 (width) x 2 (length) in.
- Documents thinner than 64 g/m^2 (14 lb)
- Documents of nonuniform thickness (e.g. envelopes and paper sheets with other paper sheets affixed)
- Wrinkled or curled documents
- Folded or torn documents
- Tracing paper
- Coated paper
- Photographs (printing paper)
- Perforated or punched documents
- Documents of not-square shaped paper
- Documents including different widths
- Carbonless paper
- Carbon paper or thermal paper
- Documents with photographs or sticky notes affixed

3.3 Loading Documents

This section describes how to load documents onto the ScanSnap.

■ How to load documents

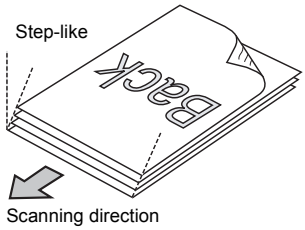
1. Align the edges of the document.

Align the edges of the document as follows:

1) Straighten the edges of the document.
   Straighten both edges of the document stack for scanning it correctly.
2) Check the number of sheets in the document stack.
   The maximum number of sheets that can be loaded on the ScanSnap is as follows:
   For A4 or letter-size paper or smaller, a document stack of 1 mm or less (10 sheets at 64 g/m^2 or at 17 lb).

HINT

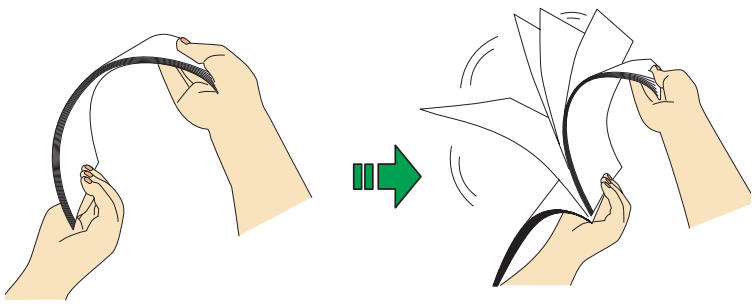
Scanning accuracy increases when the document is loaded onto the ScanSnap so that the leading edges of the paper form a step-like pattern as shown in the figure.



In the [ScanSnap Manager - Scan and Save Settings] dialog box, select the [Scanning] tab, and then click the [Option] button. In the [Read mode option] dialog box displayed, check whether the [Set the documents with its face up] checkbox is marked. If marked, load the document its face up and the bottom edge into ADF.

To prevent paper jams, fan the document as follows:

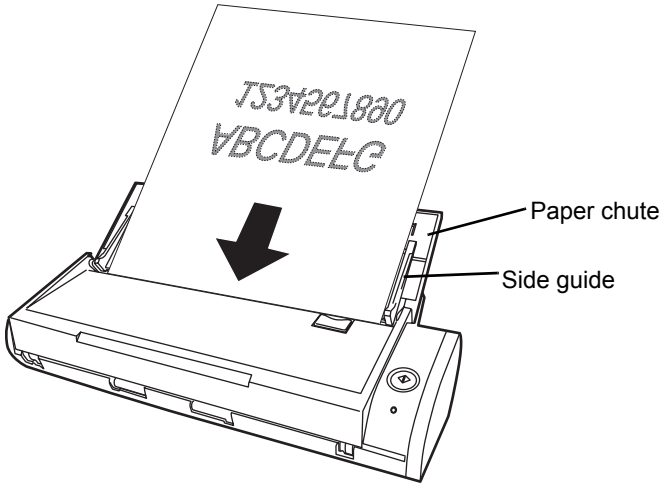
1) Select a stack of documents 1 mm or less high.
2) Hold the document with both hands and fan it out as shown in the figure below.



3) Turn the document by 90 degrees, and then fan it in the different orientation again.

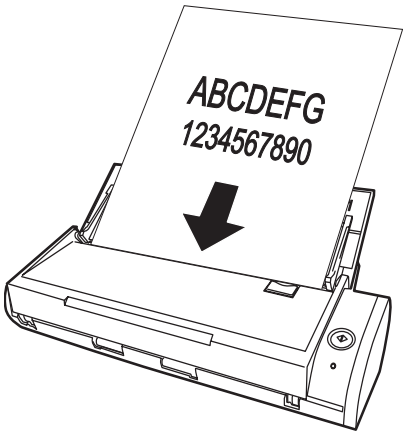
2. Load the document onto the paper chute.

Load the document so that the front side of the two-sided document (the first page when the document contains more than one sheet) faces the paper chute.
When loading a document stack, control the volume so as not to exceed a thinkness of 1 mm at a time.



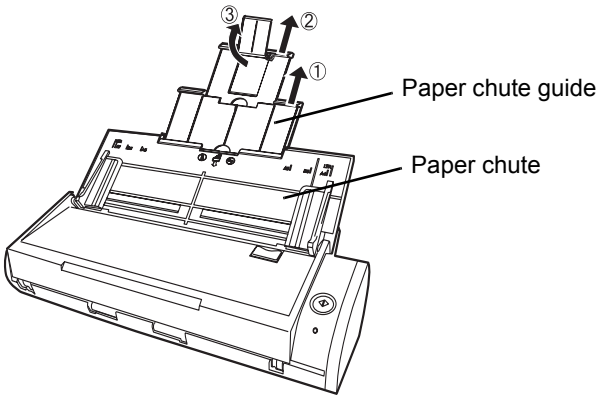
ATTENTION

In the [ScanSnap Manager -Scan and Save Settings] dialog box, select the [Scanning] tab, and then click the [Option] button. In the [Read mode option] dialog box displayed, check whether the [Set the documents with its face up] checkbox is marked. If marked, load the document its face up and the bottom edge into ADF.



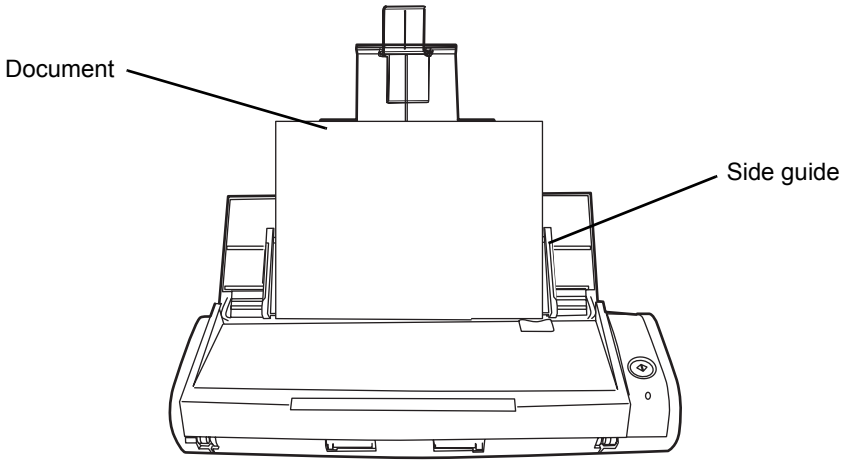
HINT

When scaning long-size documents, pull up the Paper chute guide and open the extension in the order given.



3. Adjust the side guides to the document width.

   Move the side guides so that there is no gap between the document edge and side guide on both sides. Doing so can eliminate skewing of the document during scanning. When moving the side guides, hold the part with raised dots on each side.



Chapter 4

Setting the ScanSnap

This chapter describes the basic settings of the ScanSnap.

4

4.1 About the ScanSnap Icon 44

4.2 Changing Scanning Settings 47

4.3 Saving Scanning Settings 70

4.4 Using the ScanSnap Quick Menu 81

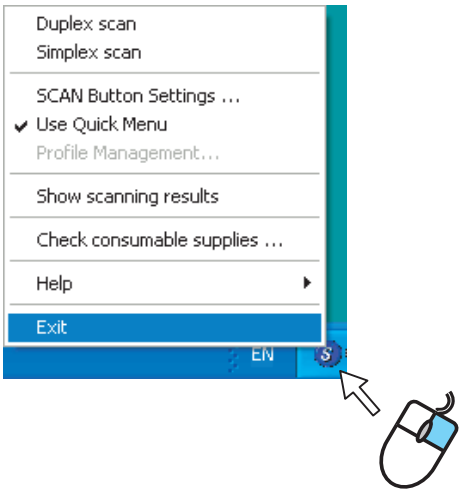
4.5 About Automatic Interaction with Applications 84

4.1 About the ScanSnap Icon

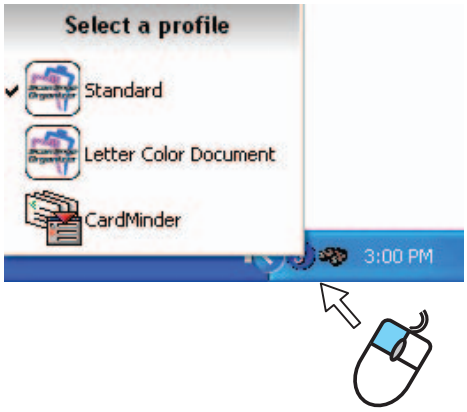
All functional properties on the ScanSnap are managed by ScanSnap Manager.

Ordinarily, the ScanSnap Manager icon is added to the taskbar at the lower right on the Windows desktop.

Clicking this icon shows the following menus. You can use either of the menus to start scanning, change settings, and check the status of consumables.



Right-Click Menu



Left-Click Menu

HINT

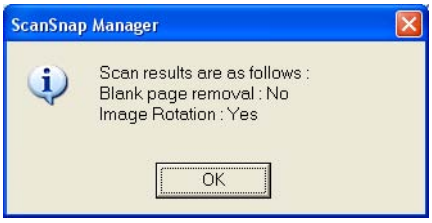
The button indication on your computer depends on the cable connection you made.

- Power cable connection:
- USB bus power cable connection: .

This guide uses examples for power cable connection.

■ Right-Click Menu

This menu appears when the ScanSnap Manager icon is right-clicked.
In this menu, you can perform the following:

Item	Function
Duplex scan	Both the front and back sides of the document are scanned at the same time. Scanning is performed according to the settings configured in the [ScanSnap Manager - Scan and Save Settings] dialog box.
Simplex scan	Only one side of the document is scanned at one time. Scanning is performed according to the SCAN Button Settings.
SCAN Button Settings	The [ScanSnap Manager - Scan and Save Settings] dialog box appears. Settings configured in this dialog are used when scanning is performed with a [SCAN] button press. ⇒ Refer to "4.2 Changing Scanning Settings" (page 47).
Use Quick Menu	You can switch between the Quick Menu Mode and Left-Click Menu Mode by marking/clearing this. You can select an operational mode that is enabled upon scanning with a [SCAN] button press. ⇒ Refer to "3.1 Flow of Operations" (page 22).
Profile Management	The [Profile Management] dialog box appears. You can edit profiles. ⇒ Refer to "4.3 Saving Scanning Settings" (page 70).
Show scanning results	A message appears after scanning to inform you of the scanning results, whether blank pages are removed (page 60) and/or the orientation is changed (page 61). 
Check consumable supplies	The [Check consumable status] dialog box appears. Reset consumable counters to 0 after you replace consumables. Refer to "9.1 Replacing Consumables" (page 190).
Help	You can view the Help topics, the version information of ScanSnap Manager, and the [Preferences] (page 86) and [Online Update] (page 201) dialog boxes.
Exit	You can exit ScanSnap Manager.

■ Left-Click Menu

This menu appears when the ScanSnap Manager icon is left-clicked.
Selectable profiles are listed on the Left-Click Menu.
Select a profile name on this menu, and you can switch between profiles previously configured and added to the profile list.

The selected profile is used for scanning in Left-Click Menu Mode (page 32).
For how to create and edit profiles, refer to section "4.3 Saving Scanning Settings" (page 70).

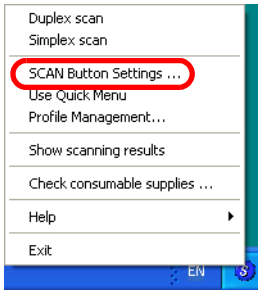
The Left-Click Menu is not displayed in Quick Menu Mode (page 27). When you want to use the Left-Click Menu, unmark [Use Quick Menu] in the Right-Click Menu.

4.2 Changing Scanning Settings

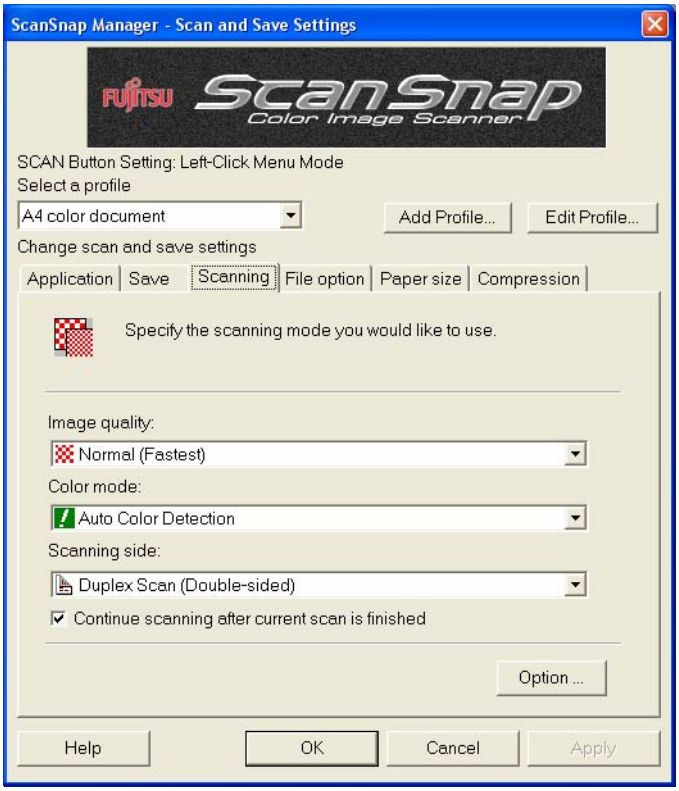
To change scanning settings for the ScanSnap, use the Right-Click Menu.
The following describes how to change the settings.

Operation

1. Right-click the ScanSnap Manager icon on the taskbar.
   When you want to change scanning settings, select [SCAN Button Settings].



⇒ The [ScanSnap Manager - Scan and Save Settings] dialog box appears.



HINT

You can also display the [ScanSnap Manager - Scan and Save Settings] dialog box by double-clicking the ScanSnap Manager icon , or by pressing [Ctrl], [Shift], and [Space] keys simultaneously.

2. Change the scanning settings on each tab of the [ScanSnap Manager - Scan and Save Settings] dialog box.

   The following settings can be changed:

   - The application that starts automatically and interacts with ScanSnap ⇨ "[Application] tab" (page 51)
   - The destination to save scanned images ⇨ "[Save] tab" (page 54)
   - Scan mode (fast or slow, excellent or normal, color or black-and-white, enable or disable [Setting for text only document], [Allow automatic blank page removal], [Correct skewed character strings automatically], [Allow automatic image rotation], and/or [Set the document with its face up], and whether [Continue scanning after current scan is finished]) ⇨ "[Scanning] tab" (page 57)
   - File format for the scanned image ⇨ "[File option] tab" (page 62)
     (file format, OCR, number of pages per PDF file, and password for PDF files)
   - Paper size of the document ⇨ "[Paper size] tab" (page 65)
   - File size for saving scanned images ⇨ "[Compression] tab" (page 68)

ATTENTION

Settings for scanning vary between the Quick Menu Mode and Left-Click Menu Mode. For details, refer to section "Appendix C Quick Menu Mode / Left-Click Menu Mode" (page 205).
In this section, the [ScanSnap Manager - Scan and Save Settings] dialog box in the Left-Click Menu Mode is used as examples.

3. Click the [OK] or [Apply] button.

⇒ Settings on the [Scan and Save Settings] dialog box have been changed.

<Setting Items>

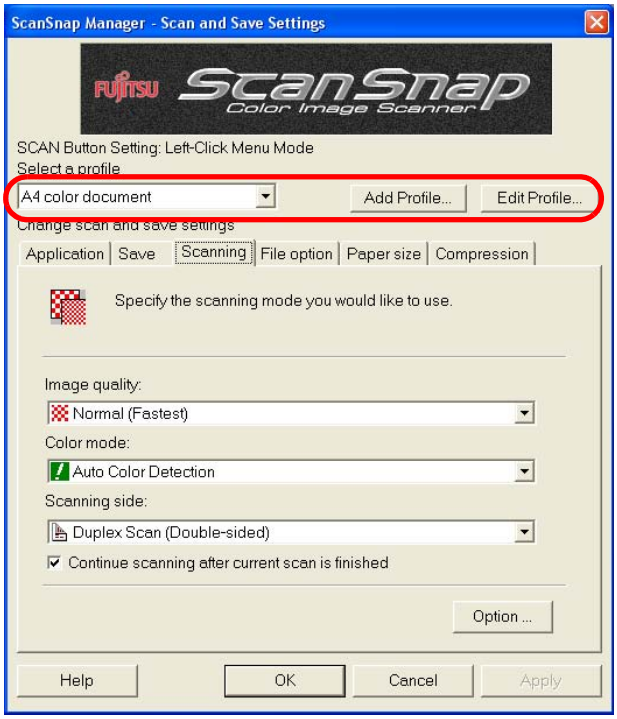
Each setting item is described below.
Settings you can change for scanning in Quick Menu Mode differ from those in Left-Click Menu Mode.
For your convenience, each item is marked with a following symbol:

SCAN - Quick : Items that can be set in Quick Menu Mode

SCAN - Left-Click : Items that can be set in Left-Click Menu Mode

* Items with no mark can be changed in both modes.

Select a profile: SCAN - Left-Click



You can switch between profiles configured beforehand by selecting a profile in the [Select a profile] drop-down list.
By default, the following profiles are in the list.

- Standard
- CardMinder (only when CardMinder is installed)
- Searchable PDF
- Scan2Folder
- Scan2E-mail
- Scan2Print

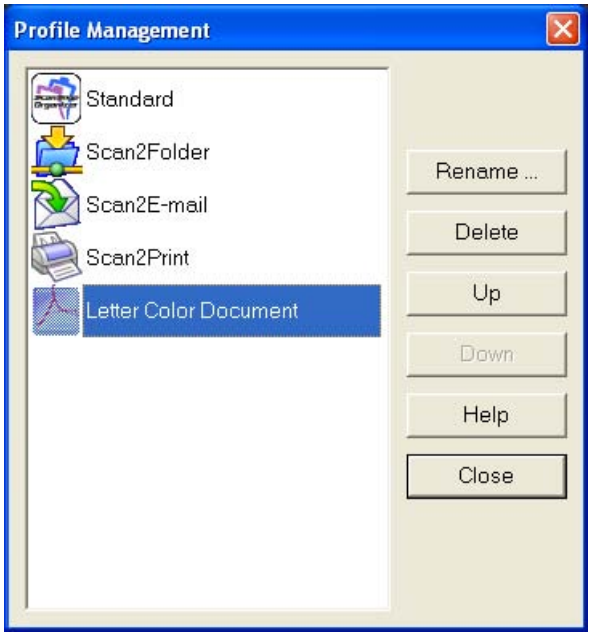
You can add profiles configured to suit your needs or preferences.
For details on how to add a profile, refer to "4.3 Saving Scanning Settings (page 70)."

■ [Add Profile] button

You can add new profiles configured to meet your preferences.

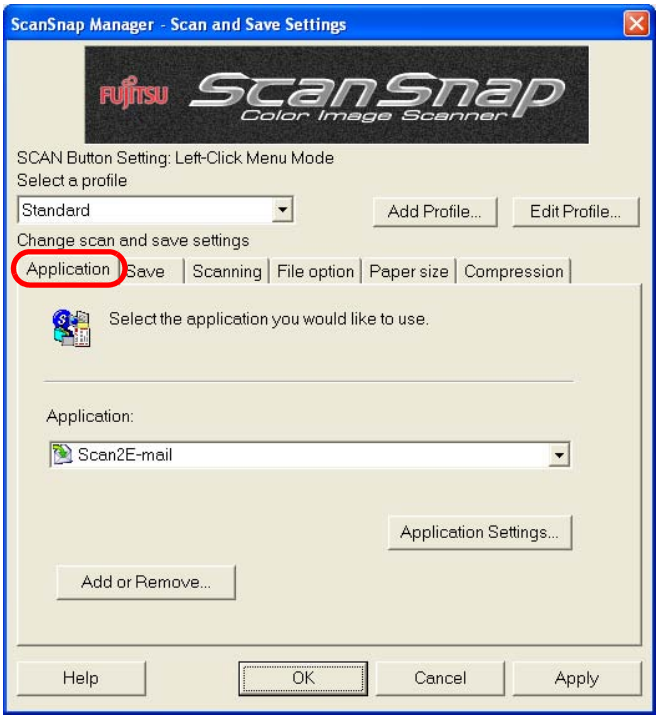
■ [Edit Profile] button

Clicking this button displays the [Profile Management] window.



In this window, you can change profile names, delete profiles, and change the order listed. However, you cannot change or delete the [Standard] profile (a default profile).

[Application] tab SCAN - Left-Click



■ **Application:**

Specify the application to be linked to the ScanSnap to execute. The specified application starts up after the document is scanned with the ScanSnap. Click the drop-down-arrow to select an application.
The selections are as follows:

- Scan To File (No application is started)
- ScanSnap Organizer (⇨page 162)
- Adobe®Acrobat®
- Adobe®Acrobat® Reader™ or Adobe® Reader®
- CardMinder (⇨page 157)
- Scan2Folder (⇨page 89)
- Scan2E-mail (⇨page 101)
- Scan2Print (⇨page 117)

- Only the installed applications are selectable.
- If you select [No application is started (Scan To File)], the scanned image is saved to file, but this operation is transparent to you. Scanning results (scanned images) are not displayed. Select this when you do not want to view the scanned image every time a document is scanned.
- When you select [CardMinder] in the [Application] drop-down list on the [Application] tab, the [Save], [File option], [Paper size], and [Compression] tabs are hidden.
- When CardMinder is active, the application selected in the [Application] drop-down list on the [Application] tab automatically switches to CardMInder. When ScanSnap Organizer is active, the application selected in the [Application] drop-down list on the [Application] tab automatically switches to ScanSnap Organizer. When either of those applications is deactivated, the application selected in the [Application] drop-down list on the [Application] tab switches to the previously selected application.

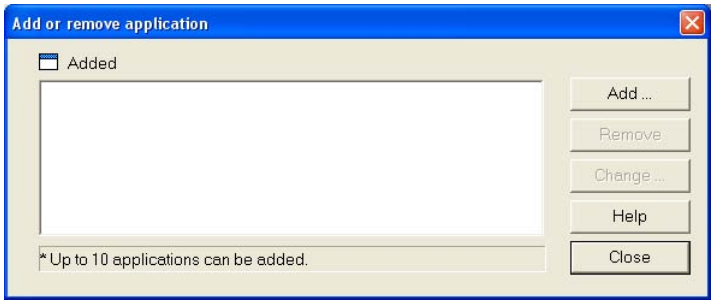
■ [Application Settings] button

This button only appears when an available application such as [Scan2E-mail] or [Scan2Print] is selected in the [Application] list. With this button, you can change the settings of the selected application.

■ [Add or Remove] button

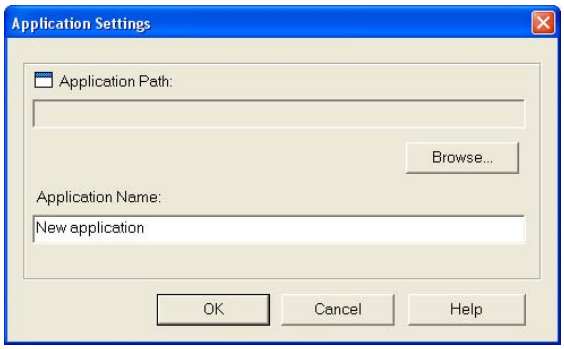
Applications can be added to or removed from the [Application] list.
Click the [Add or Remove] button to display the dialog box below.

(Up to 10 applications can be added.)



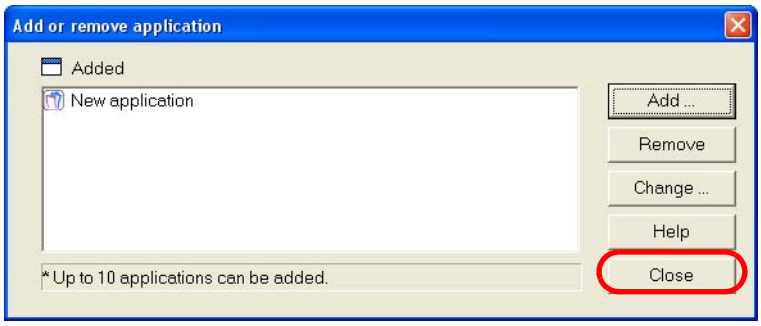
<To add an application>

1) Click the [Add] button.
2) The dialog box below appears.



- Click the [Browse] button to select an executable file (.exe) or a shortcut file (.lnk).
  ⇒ The path to the selected application is displayed in the [Application Path] field.
- Type in a name for the newly selected application.
  ⇒ The application name is displayed in the [Application] drop-down list.

3) When you have finished the procedure, click the [OK] button.
4) In the dialog box below, the new application appears in the list. Click the [Close] button to close the window.



HINT

You must select an application that supports JPEG (*.jpg) and/or PDF (*.pdf) file format.
Depending on applications, password-protected or text-recognized (processed through OCR) PDF files may not open.
You can verify that the selected application supports the above file formats by doing the following:
Example: To check that the selected application supports JPEG file format:

1. Create a shortcut to the application you want to add.
2. Drag a file in JPEG format (*.jpg) onto the shortcut (drag-and-drop action).
   ⇒ If the application starts up and the file opens, then the application supports JPEG file format.

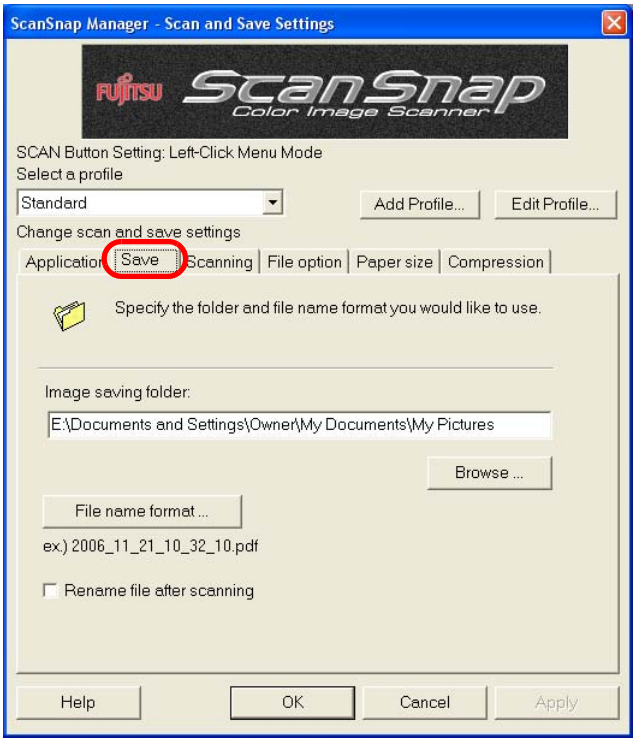
<To remove an application>

1) Select an application you want to remove in the [Add or remove application] window, and then click the [Remove] button.
2) The confirmation message appears. Click the [Yes] button to remove the application.
3) Make sure that the application is removed, and then click the [Close] button.

<To change settings>

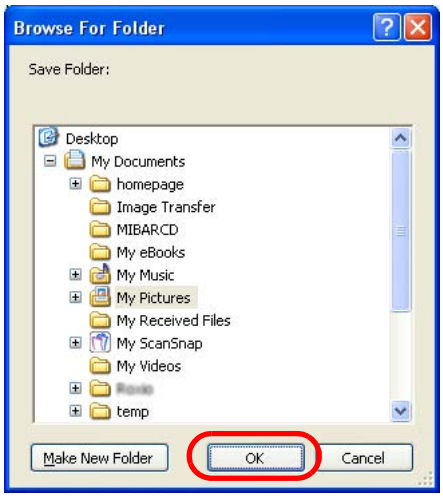
1) Select an application you want to change settings (path/name) for in the [Add or remove application] window, and then click the [Change] button.
2) The [Application Settings] dialog box appears. Change the desired items.
3) After you make changes, click the [OK] button.
4) In the [Add or remove application] window, the application appears with a new name if you change the name. Click the [Close] button to close the window.

[Save] tab



■ **Image saving folder:**

Specify a folder to save scanned images.
When you click the [Browse] button, the [Browse for Folder] dialog box appears.
Select a folder to save scanned images, and then click the [OK] button.

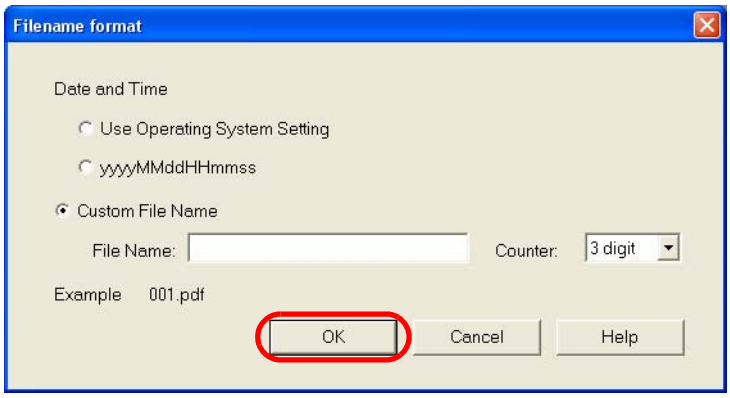


HINT

When [ScanSnap Organizer] is selected in the [Application] drop-down list, [Image saving folder] and the [Browse] button are grayed out, and you cannot specify any folder to save images from this window.
In this case, scanned images are saved in the My ScanSnap Folder specified in ScanSnap Organizer (page 162). (If the operating system is Windows Vista, the folder will be labeled as the ScanSnap Folder.

■ [Filename format] button

Specify the name of image files to save.
When you click the [File name format] button, the following dialog box appears.



You can select one of three settings below.

- [Date and time (Use Operating System Setting)]

  Files are named according to the settings of the operating system of your computer.
  Characters inappropriate for file names (/;+,*”<>|), if used, will be replaced with "-" (under bar).

- [Date and time (yyyyMMddHHmmss)]

  The date and time are used for file names.
  Example: A file saved at 19:00:50 on February 27th, 2007, in PDF format will be 20070227190050.pdf

- [Custom File Name]

  A file name is the combination of a text string typed in the [File Name] field and a number of digits specified in the [Counter] drop-down list.
  (An example name in each format is displayed at the bottom of the dialog box when you select the format.)

HINT

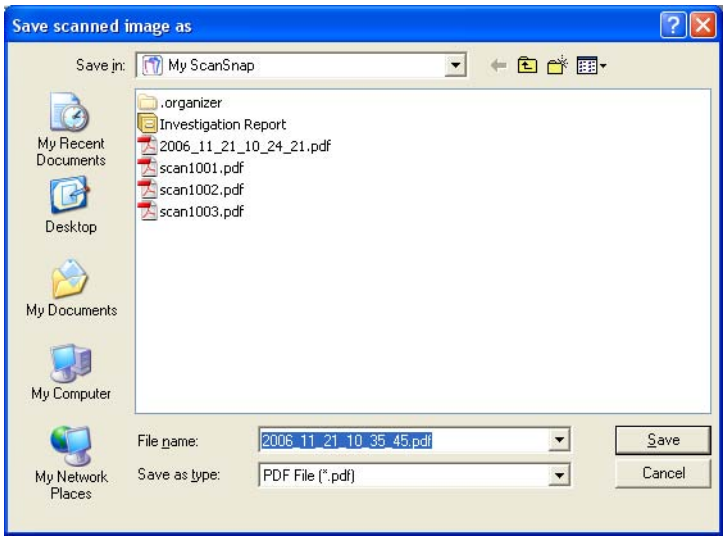
About "Counter"

- When no file with a name specified in the [File Name] field exists in the save folder (specified on the [Save] tab), a suffix number combined will be "1" ("001" if 3 is selected in the [Counter] drop-down list). The number increases in increments of 1 every time a new file is saved.
- When other files with a name specified in the [File Name] field exist in the save folder, a number combined will be the smallest available number.
  Example: When files, Scan01.pdf, Scan03.pdf, and Scan04.pdf, exist in the same folder, the file you save next will be Scan02.pdf, and then Scan05.pdf, Scan06.pdf, Scan07.pdf...as long as you use the same [File Name].
- When the specified number of digits is exceeded (for example, when saving the 100th file with two digits specified), the number of digits increases by one.
- When the number of digits for the suffix number is specified with "0", the counter is added to the second and following file names only.
  Example: If the initial letter of the file is "A" and the number of digits is "0," the file names will be; A.pdf, A1.pdf, A2.pdf, and so on.

Upon clicking the [OK] button, specified settings take effect.
(An example file name in the format you select is displayed under the [Filename format] button.)

■ Rename file after scanning SCAN - Left-Click

If this checkbox is marked, the [Save scanned image as] dialog box appears after scanning.

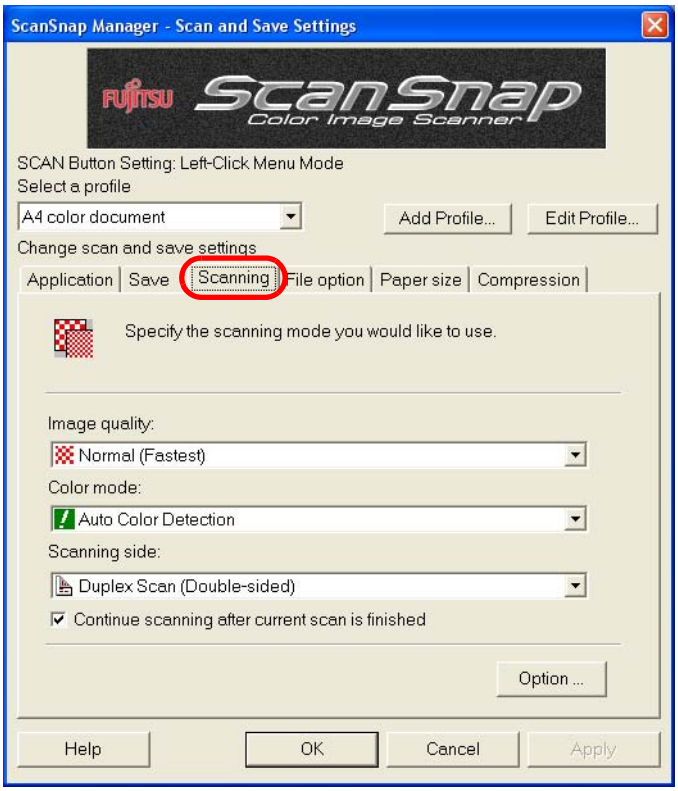


You can change folders to save the scanned images, or rename files in this window.

HINT

- The file is automatically named with a file name previously specified in the [File name format] dialog box. If you do not want to rename the file, click the [Save] button.
- When multiple files are generated per scan, each file name is followed by a serial number. (⇨ File name + Serial number +.Extension)
  Example 1: In the [PDF file format option] dialog box (page 63), select [Generate one PDF file per xx page(s)]. If a scanned document contains pages exceeding the specified page number, files are named as follows:
  ⇨Scan001.pdf, Scan002.pdf, Scan003.pdf...
  Example 2: When files are saved in JPEG format, files are named as follows:
  ⇨Scan001.jpg, Scan002.jpg, Scan003.jpg...
  *The example names above are of files named using [Scan] as the file name.
  *The number of digits is a number selected in the [Filename format] dialog box.

[Scanning] tab



■ **Image quality:**

You can specify mode to scan documents, depending on your preferences (whether you want to scan documents quickly or at high quality.
Select one of the following:

- Normal (Fastest)

  Select this mode when you wish to scan documents quickly.
- Better (Faster)

  Select this mode when you wish to scan documents at high quality.
- Best (Slow)

  Select this mode when you wish to scan documents at higher quality.
- Excellent (Slower)

  Select this mode when you wish to scan documents at the highest quality.

HINT

The resolution of each mode is as follows:

- Normal: equivalent to 150 dpi (color)/300 dpi (black-and-white)
- Fine: equivalent to 200 dpi (color)/400 dpi (black-and-white)
- Best: equivalent to 300 dpi (color)/600 dpi (black-and-white)
- Excellent: equivalent to 600 dpi (color)/1200 dpi (black-and-white)

Generally, the higher quality you specify, the longer it takes to scan documents and the larger the file size becomes.

■ **Color mode:**

You can specify whether to scan documents in color or black-and-white.
Select one of the following modes:

- Auto Color Detection

  The ScanSnap automatically recognizes color pages and black-and-white pages, and it switches between color and B&W modes automatically.

- Color

  The ScanSnap scans the document in color mode.
  This setting suits when color pages are scanned.

The scanner may not be able to scan the part of page marked in fluorescent marker, depending on the color and density of the marker. (Check beforehand that the color of your fluorescent marker can be reproduced by the scanner.)

- B&W

  The ScanSnap scans the document in black-and-white mode.
  This setting suits when black-and-white pages, mostly containing text, are scanned. The file sizes are smaller than those scanned in color mode.

- Color high compression SCAN - Left-Click

  The ScanSnap saves color document images at a high compression rate.

- Normally, set this setting to [Auto Color Detection], and you do not have to change the color mode each time you scan a document.
  * Note that the following types of documents may be recognized as black-and-white documents.
  - Faintly toned paper
  - Partially colored documents
  - Documents printed in two colors; many parts of documents are colored in dark color such as dark gray similar to black
    To scan such documents in color mode, select [Color] in the [Color mode] drop-down list.
- In [Color high compression] mode, characters and background on the document are compressed separately, and thus, the file size of the document that mostly contains text characters becomes smaller while the quality of the characters is kept high.
  However, this mode is not appropriate for scanning photographs or figures because these graphical materials are recognized as background and compressed as such, causing degradation in images.
  If this setting is specified, the contrast of the image may become higher.
- Depending on the types of documents, file size may increase if you use color high compression mode than if you do not. The file size of the following types of documents may become larger.
  - Documents that contain many pictures and/or graphics but fewer characters written in black
  - Documents of complex layout (e.g. multiple columns)
  - Documents with patterned background

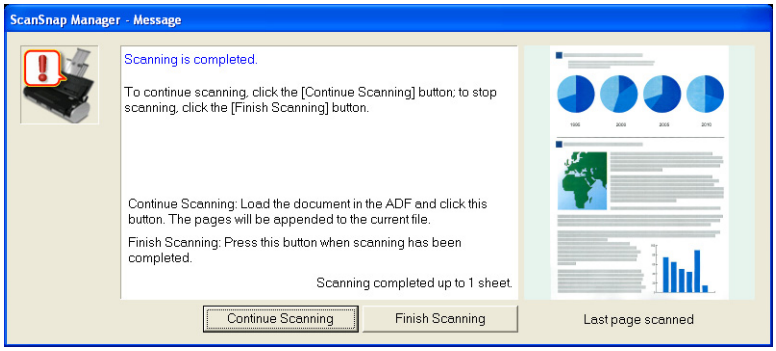
■ Scanning side:

You can select the sides to be scanned (single-sided or double-sided) when pressing the [SCAN] button

on the ScanSnap.
Select [Duplex Scan] or [Simplex Scan] from the menu.

■ Continue scanning after current scan is finished

If the checkbox is marked, the following message appears after scanning.

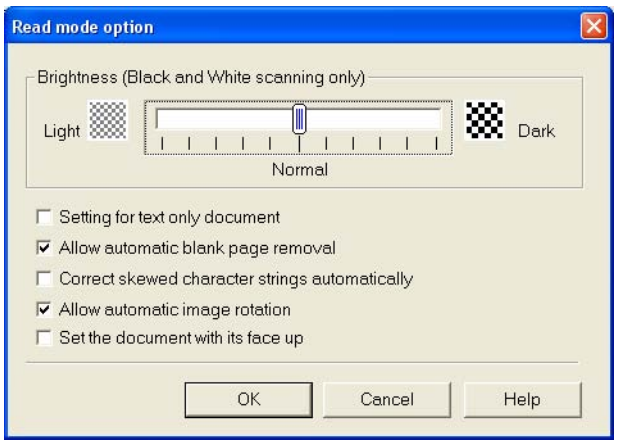

ScanSnap Manager - Message
Scanning is completed.
To continue scanning, click the [Continue Scanning] button; to stop scanning, click the [Finish Scanning] button.
Continue Scanning: Load the document in the ADF and click this button. The pages will be appended to the current file.
Finish Scanning: Press this button when scanning has been completed.
Scanning completed up to 1 sheet.
Continue Scanning
Finish Scanning
Last page scanned

To continue scanning, load a document onto the ScanSnap, and then click the [Continue Scanning] button.
To finish scanning, click the [Finish Scanning] button.
After the [Finish Scanning] button is clicked, the scanned images are saved into one file.

* It is possible to continue scanning up to 1000 pages for one file.
* The size of a PDF file should be 1 Gbytes at the maximum. Although a file larger than 1Gbyte can be created, such a file may not be opened.
  Specifically, when you attempt to open the file with Adobe Acrobat, a message may appear to tell that the file is corrupted and being fixed.

■ [Option] button

In the dialog box below, you can configure detailed settings.
Clicking the [Option] button displays the [Read mode option] dialog box.



- Brightness

(Black and White scanning only)

You can set the density for scanning black-and-white images.

Moving the slider control to the left lightens scanned images while moving the slider control to the right darkens scanned images.

* This setting is valid when [B&W] is selected in the [Color mode] drop-down list, or when a scanned document is recognized as a black-and-white document with [Auto Color Detection] selected in the [Color mode] drop-down list.

- Setting for text only document

Mark or clear this checkbox depending on documents.

- Mark this checkbox when scanning documents not containing photographs.
- Clear this checkbox when scanning documents containing photographs.

- Allow automatic blank page removal

When this checkbox is marked, blank pages in a document are automatically recognized and removed so that the output images include no blank pages.

For example, when both two-sided and one-sided documents are contained in a batch and the batch is scanned in Duplex mode, this feature removes only the blank pages of documents.

* No scanned images are output if all pages of the batch of documents are recognized as blank.

The following types of documents may be accidentally recognized as blank.

- Almost blank sheet of paper with a few characters on it
- Plain color sheet of paper (including black)

Before discarding the original documents you have scanned, check the document images for pages accidentally removed. If any, you may have to scan the documents again.

- Correct skewed character strings automatically

When this checkbox is marked, skew is automatically detected and corrected.

Images with up to +/-5 degrees of skew can be corrected.

This function detects document skew based on text. Therefore, if the following types of documents are skewed, the skew may not be corrected:

- Documents on which the pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents that have many outlined or decorated characters
- Documents that have many photographs or figures but only a few characters
- Documents that have characters on patterned background
- Documents that have characters printed in various directions (e.g. drawings)
- Documents that have long diagonal lines
- Handwritten documents

*When you scan documents above, clear the checkbox.

- Allow automatic image rotation

When this checkbox is marked, pages scanned upside down or in the wrong orientation are rotated and output in the right orientation.

ATTENTION

This function detects the orientation of a document based on the text lines. Therefore, the following types of documents may not be rotated correctly:

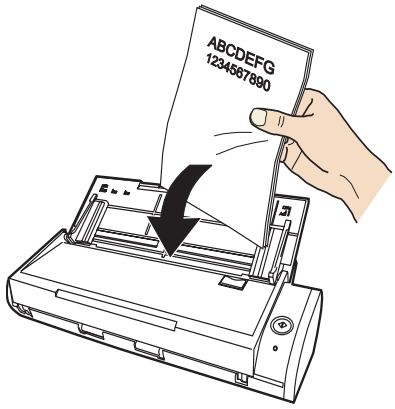
- Documents which have many extremely large/small characters
- Documents on which pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents that have many characters contacting underlines or ruled lines
- Documents that have many photographs or figures but a few characters
- Documents that have characters on patterned background
- Documents that have characters printed in various directions (e.g. drawings)
- Documents that have only capital letters
- Handwritten documents
- Documents that have unclear or smeared characters

*When you scan documents above, clear the checkbox.

- Set the documents with its face up

Mark the checkbox if you want to scan the document as shown in the right figure.

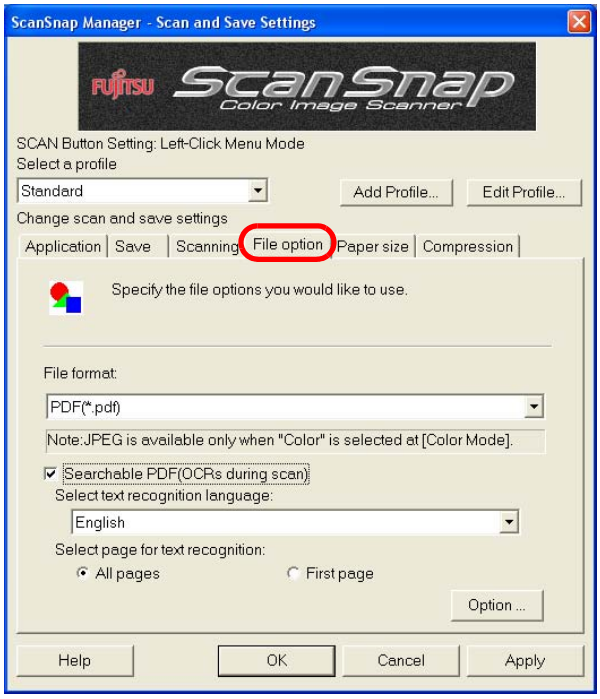
Scanning starts with the last page from bottom up. After all pages are scanned, pages are sorted in the reverse order scanned to save to file.



ATTENTION

The scanning speed is slower than usual because scanned images are sorted after scanning.

[File option] tab



■ File format SCAN - Left-Click

You can specify the file format to save scanned images.

Click the down-arrow and select either of the following:

- PDF (*.pdf)
- JPEG (*.jpg)

ATTENTION

The JPEG format is not available when [Auto Color Detection], [B&W], or [Color high compression] is selected in the [Color mode] drop-down list on the [Scanning] tab.
When [JPEG] is selected, if you select [Auto Color Detection], [B&W], or [Color high compression], the file format is automatically switched to [PDF].

■ Searchable PDF (OCRs during scan)

You can use this function only when PDF is selected in the [File format] drop-down list. By marking this checkbox, you can create a searchable PDF file.

■ Select text recognition language:

You can select a language for recognizing text.

■ Select page for text recognition:

- All pages

  All pages are recognized as text when a PDF file is created.
- First page

  Only the first page is recognized as text when a PDF file is created.

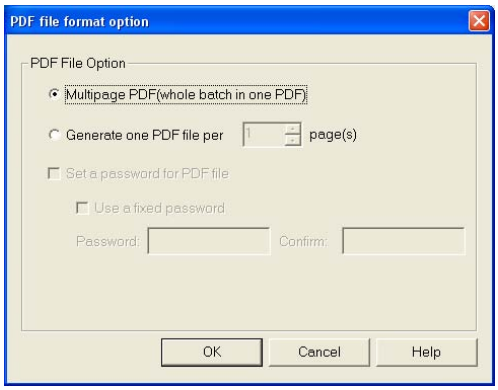
ATTENTION

- Marking this checkbox may require an extended period of processing depending on your computer environment.
- ScanSnap may fail to correctly recognize the following kinds of documents (characters) as text. However, by changing Color mode and/or improving Image quality for scanning, such a document may be successfully text recognized.
  - Handwritten documents
  - Documents including smaller characters and scanned in low quality
  - Skewed documents
  - Documents written in languages other than the specified language for text recognition
  - Documents including texts written in Italic characters
  - Superscript/subscript letters and complex mathematical formulas
  - Characters are written against an unevenly-colored or patterned background
    - Characters to which effects (Shadow, Outline, and the like) are applied
    - Shaded characters
  - Documents of complex layout as well as documents including unreadable characters (due to print-through and smudges)

  (It may take an extended period of time to scan documents described above.)

■ [Option] button

This function is used for configuring detailed settings of PDF files. This button is enabled when "PDF(*.pdf)" is specified at [File format:]. Click the [Option] button to display the following dialog box.



- [Multipage PDF (whole batch in one PDF)]

  Creates a merged PDF file of all the scanned images.

- [Generate one PDF file per xx pages]

  Create a new PDF file at each set page. For example, when "2" pages are set in this option, scanning 6 pages of documents creates 3 files.

ATTENTION

If you select Adobe Acrobat and Adobe® Reader® (or Acrobat® Reader™) at [Application], only the first file is displayed in the dialog box when two or more files are created by one scanning. (If you select other applications, follow the specifications of the application to find out how the files are displayed.)

■ Set a password for PDF file SCAN - Left-Click

You can set a password for a PDF file created after scanning. It becomes impossible to open a password-protected file if you do not enter the password for that file.
The [Enter password] dialog box appears whenever the scanning finishes. Enter a password two times (one is for confirmation), and then click the [OK] button.

*If you click the [Cancel] button, the file is saved as a normal PDF file without a password.

Use a fixed password

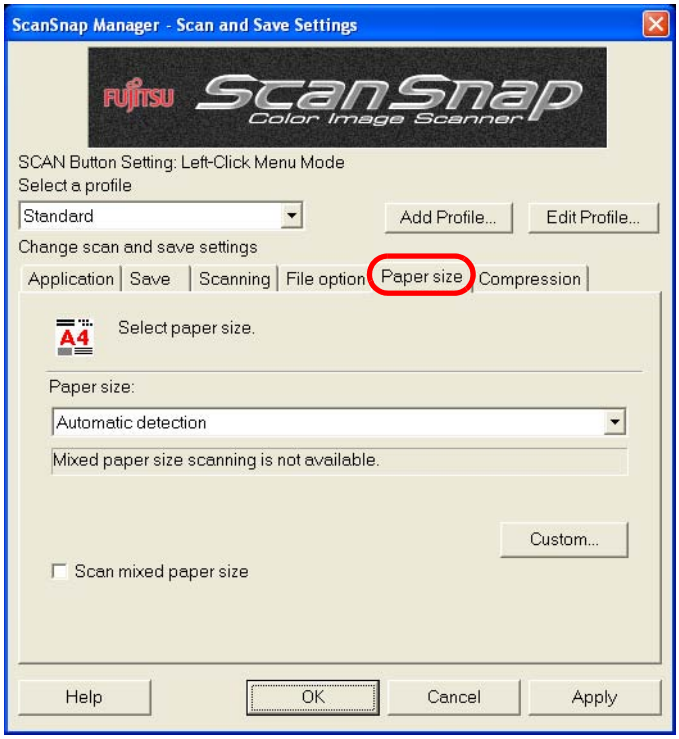
You can set a fixed password in advance for all the PDF files so that the [Enter password] dialog box will not appear when you scan.
If you select the checkbox, the [Password] and the [Confirm] fields become enabled. Enter the same password in these two fields.

ATTENTION

- You can set a password using the following:
  Maximum number of characters: 16
  Characters: A-Z, a-z, 0-9
  Symbols: ! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~

* Note: If you forget your password, the PDF file cannot be opened.

[Paper size] tab



■ **Paper size:**

Specify the size of the document to be loaded on the ScanSnap.

Click the down-arrow to select the size. The following paper sizes (W x L) can be selected.

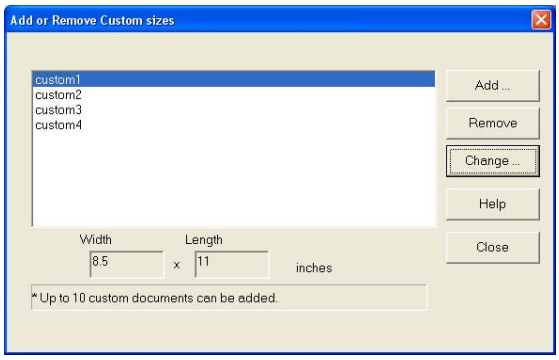
- Automatic detection
- Letter (8.5 x 11 in (216 x 279.4 mm))
- Legal (8.5 x 14 in (216 x 355.6 mm))
- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- A6 (105 x 148 mm)
- B5 (JIS) (182 x 257 mm)
- B6 (JIS) (128 x 182 mm)
- Post card (100 x 148 mm)
- Business card (90 x 55 mm, 55 x 90 mm)
- Custom (up to 10 settings can be registered)

ATTENTION

Depending on the document size and scanning settings, the output image data may contain shadows of its edges.

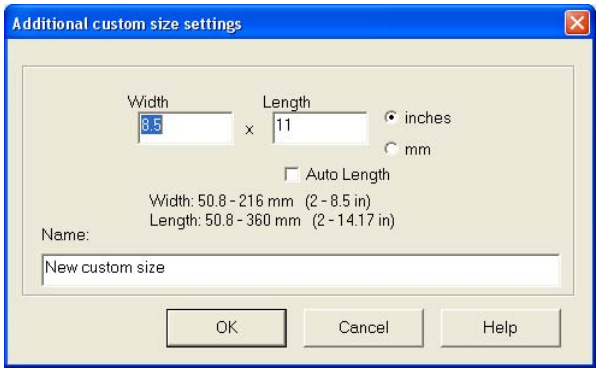
■ [Custom] button

You can use this function to register up to 10 customized document sizes at the [Paper size] menu. Clicking this button displays the following setting window:



<When adding a customized document size>

1) Click the [Add] button.
2) The following dialog box appears.



- Enter the document size within the range given below.
  Width: 50.8 - 216 mm (2 - 8.5 in.)
  Length: 50.8 - 360 mm (2 - 14.17 in.)
- Mark the [Auto Length] checkbox to enable automatic detection of paper length just by specifying the paper width.
- Enter a name in the [Name] field.
  ⇒ The name is displayed in the [Paper size] field.

3) To complete the setting, click the [OK] button.
   ⇒ The customized document size will be registered.
4) Click the [Close] button to exit the [Add or Remove Custom sizes] window.

<When deleting a customized document size>

1) In the [Add or Remove Custom sizes] window, select the document size to be deleted and click the [Remove] button.
2) The confirmation message appears. Click the [Yes] button to delete the customized size.
3) Make sure that the selected size is deleted from the list. Click the [Close] button to exit the [Add or Remove Custom sizes] window.

<When changing the settings>

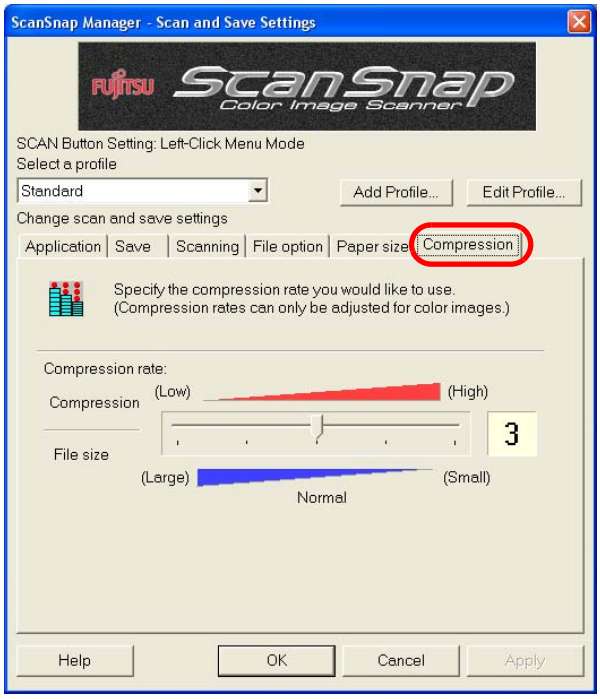
1) In the [Add or Remove Custom sizes] window, select the document size to be changed and click the [Change] button.
2) Change the settings in the [Additional custom size settings] window.
3) To complete the setting, click the [OK] button.
   ⇒ The window returns to the [Add or Remove Custom sizes] dialog box and the changes are saved.
4) Click the [Close] button to exit the [Add or Remove Custom sizes] window.

When you select Business card (90 mm x 55 mm, 55 mm x 90 mm) and scan:
From the scanned length, the horizontal or vertical position is automatically recognized and scanned.
For length (loading direction), it is the actual scanned length of the card.
For width, it is fixed at 90 mm (horizontal position), or 55 mm (vertical position).

■ **[Scan mixed paper size]**

By marking the checkbox, you can scan the documents of different widths or sizes at a time.

[Compression] tab



■ **Compression rate:**

Specify a compression rate to control file sizes of scanned images.
By moving the slider, compression rates can be changed.
The compression rate increases as the slider moves to the right. File sizes become smaller when the compression rate is high.

ATTENTION

When the compression rate is increased, the quality of scanned images deteriorates.

HINT

- If you select [Color high compression] mode on the [Scanning] tab, the file size becomes far more smaller by increasing the compression rate.
- In [Color high compression] mode, characters and background on the document are compressed separately, and thus, the file size of the document that mostly contains text characters becomes smaller while the quality of the characters is kept high. However, this mode is not appropriate for scanning photographs or figures because these graphical materials are recognized as background and compressed as such, causing degradation in images. If this setting is specified, the contrast of the image may become higher.(page 59)
- Depending on the types of documents, file size may increase if you use color high compression mode than if you do not. The file size of the following types of documents may become larger.
  - Documents containing many pictures and/or graphics but fewer characters written in black
  - Documents of complex layout (e.g. multiple columns)
  - Documents with patterned background

About the size of image data

The following table shows a rough guideline for calculating the size of images generated when a sheet of a color document is scanned in the Simplex mode.

File type: PDF

Paper size: A4 (Brochure)

Color mode: Color (in KBytes)

Scan mode	Compression rate				
	1	2	3	4	5
Normal quality	743	312	256	178	100
Better quality	1169	548	395	300	186
Best quality	2503	1018	790	575	352
Excellent quality	10210	4084	2884	1981	1793

Color mode: Color high compression (in KBytes)

Scan mode	Compression rate				
	1	2	3	4	5
Normal quality	524	329	270	180	159
Better quality	787	459	393	137	97
Best quality	1107	572	238	176	147

Color mode: B&W (in KBytes)

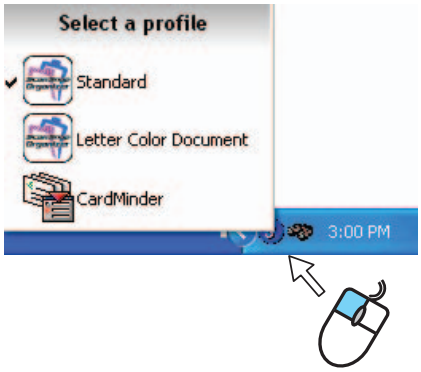
Scan mode	Compression rate
Normal quality	158
Better quality	247
Best quality	533
Excellent quality	2076

* [Color high compression] is more effective in [Best quality] mode.
* To further decrease file sizes, change settings as follows:
- When scanning documents such as photographs or drawings, change compression rates (1 to 5).
- When scanning documents containing mostly characters in [Best quality] mode, select [Color high compression] in Color mode drop-down list.

4.3 Saving Scanning Settings

You can define up to 12 sets of preferences called profiles for scanning in Left-Click Menu Mode.

With just a click of the ScanSnap Manager icon , you can retrieve and use the saved profiles.



Left-Click Menu

Once settings that you configure frequently for scanning are preset (profiles), you do not have to change settings in the ScanSnap Manager dialog box every time you scan documents. You can switch between profiles with simple point and click operations.

HINT

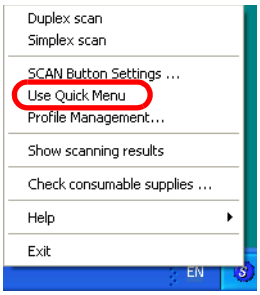
The descriptions above apply to scanning operations in the Left-Click Menu Mode. As you can save only one profile in Quick Menu Mode, open the ScanSnap Manager dialog box by selecting [SCAN Button Settings] in the Right-Click Menu if you want to change scanning settings.

The following explains the operations.

■ Adding Profiles

Operation

1. Right-click the ScanSnap Manager icon , and make sure that [Use Quick Menu] is unchecked.

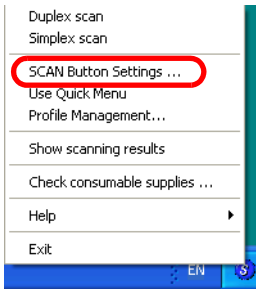


⇒ When you uncheck [Use Quick Menu], the Right-Click Menu above disappears once.

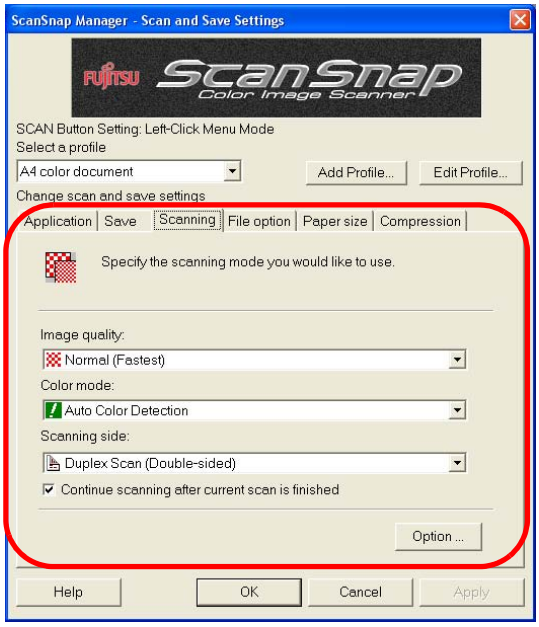
HINT

When [Use Quick Menu] is marked, the [SCAN] button enters Quick Menu Mode. You cannot add or edit profiles in the Quick Menu Mode.

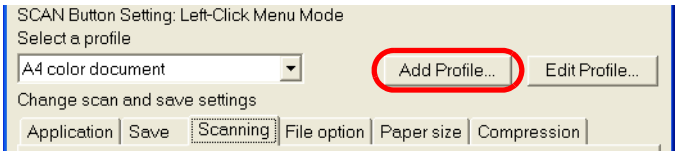
2. Right-click the ScanSnap Manager icon , and then select [SCAN Button Settings].



3. In the [ScanSnap Manager - Scan and Save Settings] dialog box, change scanning settings to meet your preferences.

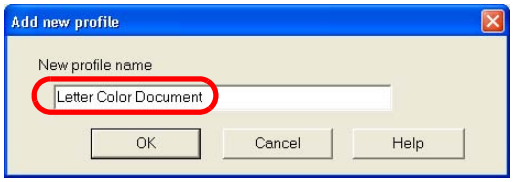


4. When all changes have been made, click the [Add Profile] button.

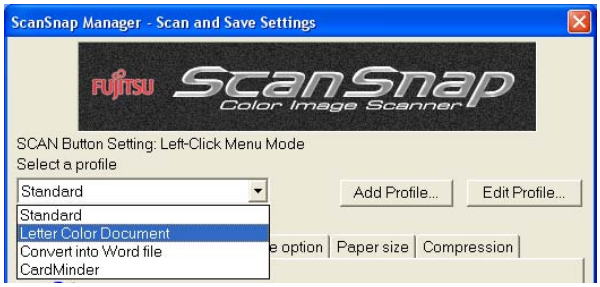


⇒ The [Add new profile] dialog box appears.

5. Type in a profile name, and then click the [OK] button.



⇒ The new profile appears in the [Select a profile] drop-down list.

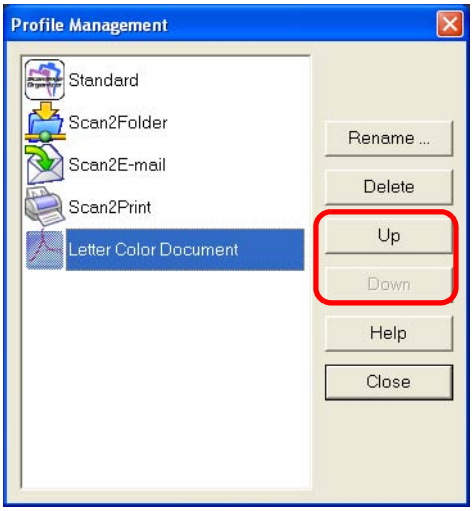


6. Click the [OK] button to close the [ScanSnap Manager - Scan and Save Settings] dialog box.

⇒ Now, you have finished adding a new profile.

- You can add up to 12 profiles, including the [Standard] profile.
  (The [Standard] profile cannot be deleted.)
- You can change the sequence of the profiles except for the [Standard] profile.

1. Right-click the ScanSnap Manager icon, and then select [Profile Management] to open the [Profile Management] window.
2. Select a profile name from the list to arrange profiles in a different sequence.
3. Click the [Up] or [Down] button to move the profile name up or down.



4. Click the [Close] button.

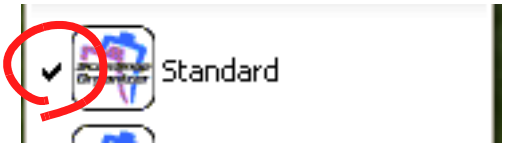
■ Scanning with an Added Profile

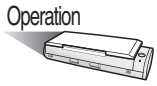
1. Left-click the ScanSnap icon .

⇒ The Left-Click Menu appears.
(Icons of applications that start up after scanning appear on the left of each profile.)

2. Select a profile to use for scanning.

⇒ The selected profile is marked.





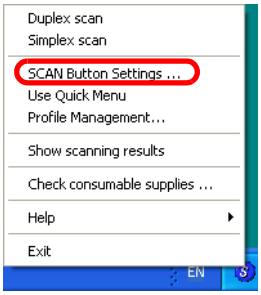
3. Load the document on the ScanSnap.

4. Press the [SCAN] button .

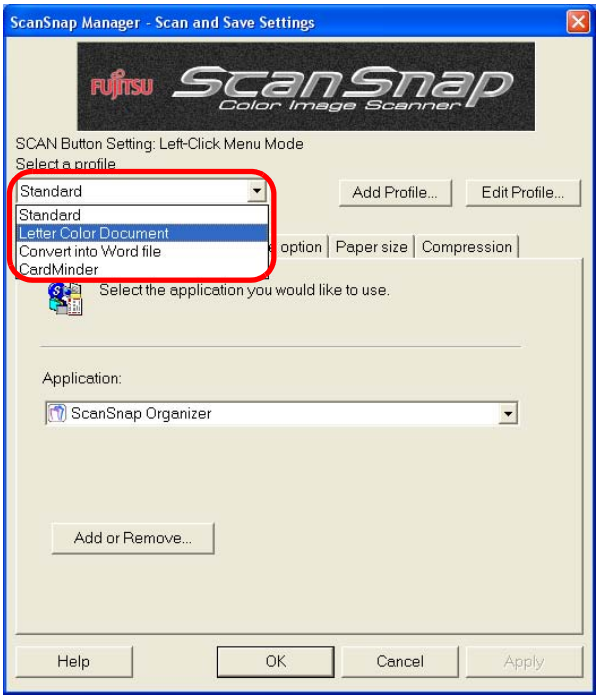
⇒ The document is scanned according to the settings of the selected profile.

■ Changing Settings for Profiles

1. Right-click the ScanSnap icon , and then select [SCAN Button Settings].



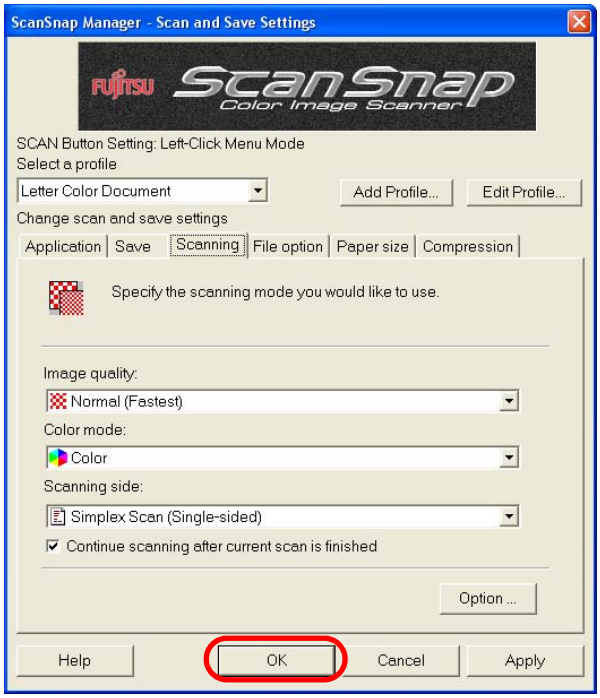
2. From the [Select a profile] drop-down list in the [ScanSnap Manager - Scan and Save Settings] dialog box, select a profile you want to change settings for.



3. Change settings for the selected profile.

For detailed information on how to configure scanning settings for profiles, refer to "4.2 Changing Scanning Settings (page 47)."

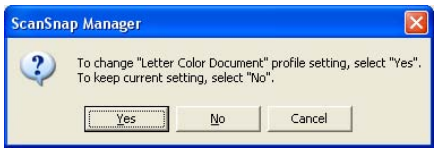
4. When you finish changing the settings for the selected profile, click the [OK] button.



⇒ A confirmation message appears to ask you whether you want to overwrite the profile with new settings.

HINT

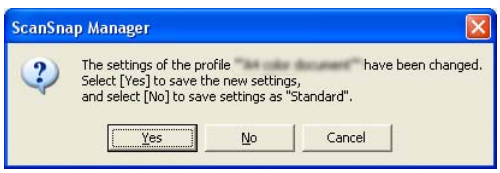
If you select another profile from the [Select a profile] drop-down list before clicking the [OK] button, the following message appears.



Upon clicking the [Yes] button in the message window above, new settings made to the profile take effect, and the profile is switched to another one. If the [No] button is clicked, no changes are made to the profile, and the profile is switched to another one. If the [Cancel] button is clicked, you will be returned to the [ScanSnap Manager - Scan and Save Settings] dialog box.

5. To overwrite the profile, select the [Yes] button. If the [No] button is clicked, changes are reflected to the [Standard] profile.

   If the [Cancel] button is clicked, you will be returned to the [ScanSnap Manager - Scan and Save Settings] dialog box.

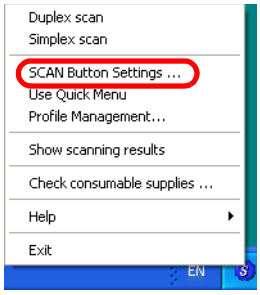


   (When the settings are saved for the [Standard] profile, the confirmation message will not appear.)

■ Renaming Profiles

Operation

1. Right-click the ScanSnap icon , and then select [SCAN Button Settings].

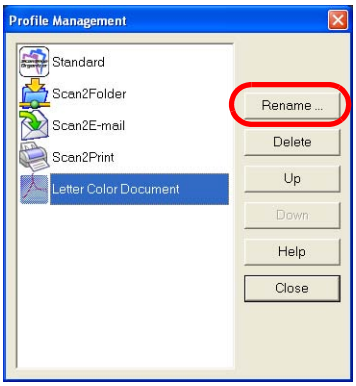


⇒ The [ScanSnap Manager - Scan and Save Settings] dialog box appears.

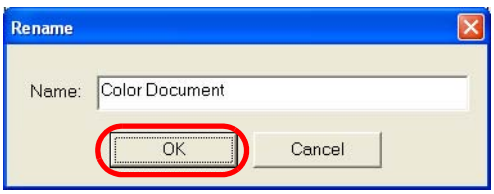
2. Click the [Edit Profile] button.

⇒ The [Profile Management] dialog box appears.

3. Select a profile name from the list, and click the [Rename] button.

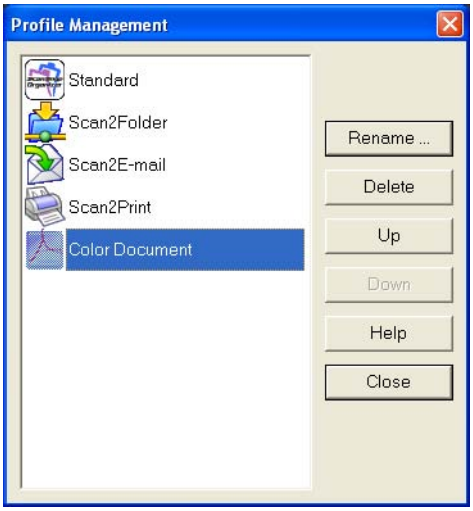


4. In the [Rename] window, type in a new name.



5. Click the [OK] button

⇒ The selected profile is renamed.

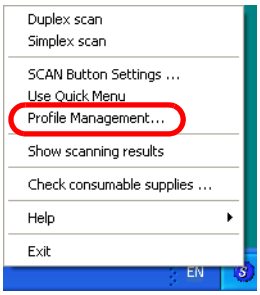


HINT

You can also invoke the [Profile Management] dialog box by right-clicking the ScanSnap icon .

The [Profile Management] dialog box appears when [Profile Management] in the Right-Click Menu, which pops up.

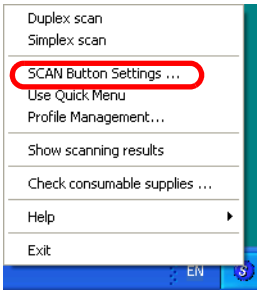
Change profile names as you do in the [ScanSnap Manager - Scan and Save Settings] dialog box; select a profile name from the list, and then perform steps 3 to 5.



■ Deleting Profiles

Operation

1. Right-click the ScanSnap icon , and then select [SCAN Button Settings].

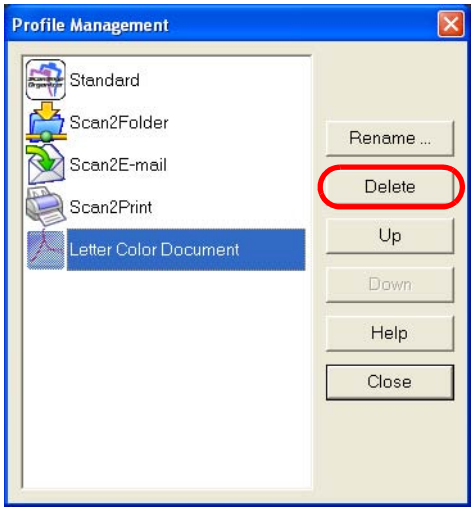


⇒ The [ScanSnap Manager - Scan and Save Settings] dialog box appears.

2. Click the [Edit Profile] button.

⇒ The [Profile Management] dialog box appears.

3. Select a profile name from the list, and then click the [Delete] button.

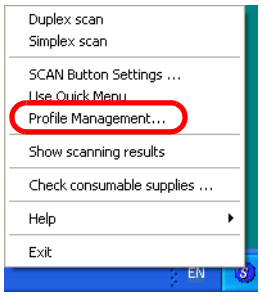


HINT

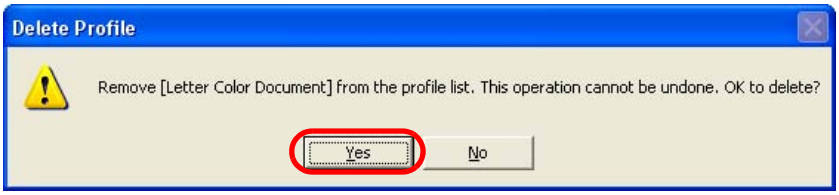
You can also invoke the [Profile Management] dialog box by right-clicking the ScanSnap icon .

The [Profile Management] dialog box appears when [Profile Management] in the Right-Click Menu, which pops up.

Delete profile names as you do in the [ScanSnap Manager - Scan and Save Settings] dialog box; select a profile name from the list, and then click the [Delete] button.

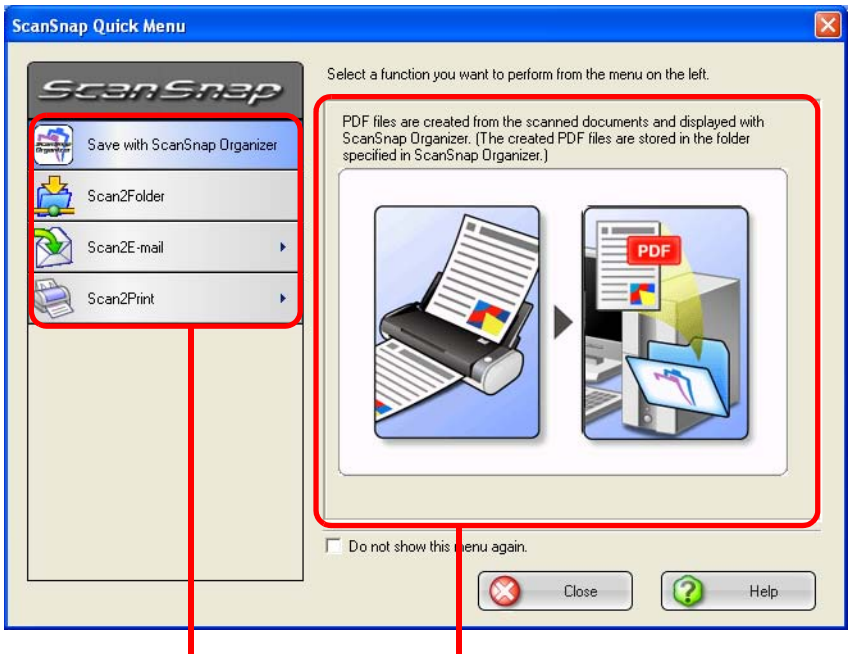


4. The [Delete Profile] dialog box appears to confirm the deletion. Click the [Yes] button to delete the profile.



4.4 Using the ScanSnap Quick Menu

When the ScanSnap is in Quick Menu Mode, the ScanSnap Quick Menu pops up upon scanning with a [SCAN] button press.


ScanSnap Quick Menu
Select a function you want to perform from the menu on the left.
Save with ScanSnap Organizer
Scan2Folder
Scan2E-mail
Scan2Print
PDF files are created from the scanned documents and displayed with ScanSnap Organizer. (The created PDF files are stored in the folder specified in ScanSnap Organizer.)
PDF
Do not show this menu again.
Close
Help
Action List
Descriptions of the selected action

In this menu, you can select an action as follows:

Action List

You can select an action you want to perform with scanned images.
Place the mouse pointer on an action and click it to perform any action.
Up to four actions are selectable.

Action	Description
Save with ScanSnap Organizer *1	PDF files are created based on the scanned images, and ScanSnap Organizer is started to display the scanned images. Those files are saved in a folder (on your computer) specified in ScanSnap Organizer.
Scan2Folder	PDF files are created based on the scanned images and saved in a specified folder (shared folder). ⇒ "5.2 Saving Data in the Specified Folder" (page 89)
Scan2E-mail	PDF files are created based on the scanned images and an e-mail program is started with the PDF files attached to an e-mail message. ⇒ "5.3 Sending Files by E-Mail" (page 101)
Scan2Print	Scanned images are printed with the printer. ⇒ "5.4 Using the ScanSnap as a Copy Machine" (page 117)

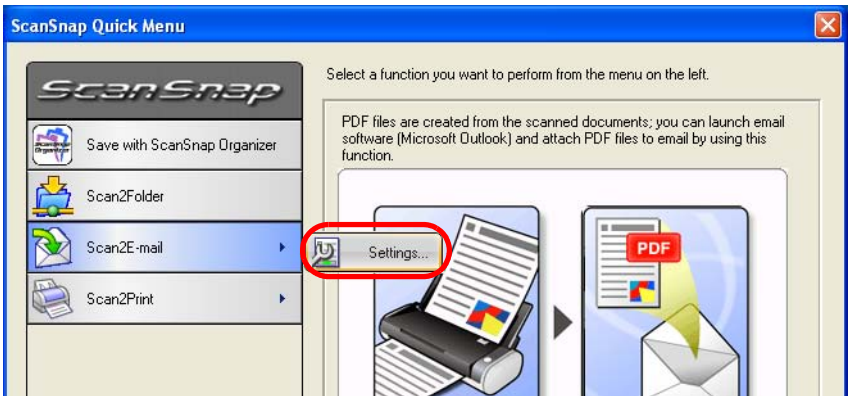
*1: This is not available unless ScanSnap Organizer is installed.

Descriptions of the selected action

An illustrated description of each action.
The [Settings] button is displayed when there are required settings to be configured for the selected action.

[Settings] button

When you find an arrow button ▶ on an action button, you can change settings for that action. Place the mouse cursor on the arrow button ▶ to display the [Settings] button of an action you want to use.


ScanSnap Quick Menu
ScanSnap
Select a function you want to perform from the menu on the left.
Save with ScanSnap Organizer
Scan2Folder
Scan2E-mail
Scan2Print
PDF files are created from the scanned documents; you can launch email software (Microsoft Outlook) and attach PDF files to email by using this function.
Settings...
PDF

HINT

The [Settings] buttons are displayed when following actions are selected:

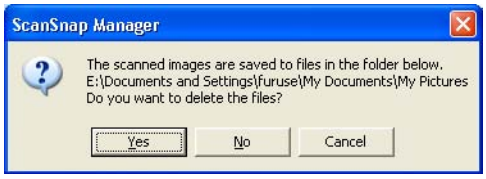
- Scan2E-mail (⇨page 101)
- Scan2Print (⇨page 117)

[Do not show this menu again] checkbox

If this checkbox is marked, the ScanSnap Quick Menu is not displayed again.
The mode used for scanning is switched from Quick Menu Mode to Left-Click Menu Mode.
When you want to use the ScanSnap Quick Menu, mark [Use Quick Menu] on the Right-Click Menu.

[Close] button

The action is canceled.
When this button is clicked, the following dialog box appears.


ScanSnap Manager
The scanned images are saved to files in the folder below.
E:\Documents and Settings\furuse\My Documents\My Pictures
Do you want to delete the files?
Yes
No
Cancel

[Yes] button: Scanned images are deleted and the action is canceled.
[No] button: Scanned images are saved in a folder specified in the [ScanSnap Manager - Scan and Save Settings] dialog box in PDF format and the action is canceled.
[Cancel] button: You will be returned to the ScanSnap Quick Menu.

[Help] button:

Help topics about the ScanSnap Quick Menu are displayed.

- When the ScanSnap Quick Menu is displayed, the ScanSnap does not work even if you press the [SCAN] button. Select one of actions in the menu and complete the action before scanning another document.
- Do not move, delete, or rename files in other applications when the ScanSnap Quick Menu is displayed.

4.5 About Automatic Interaction with Applications

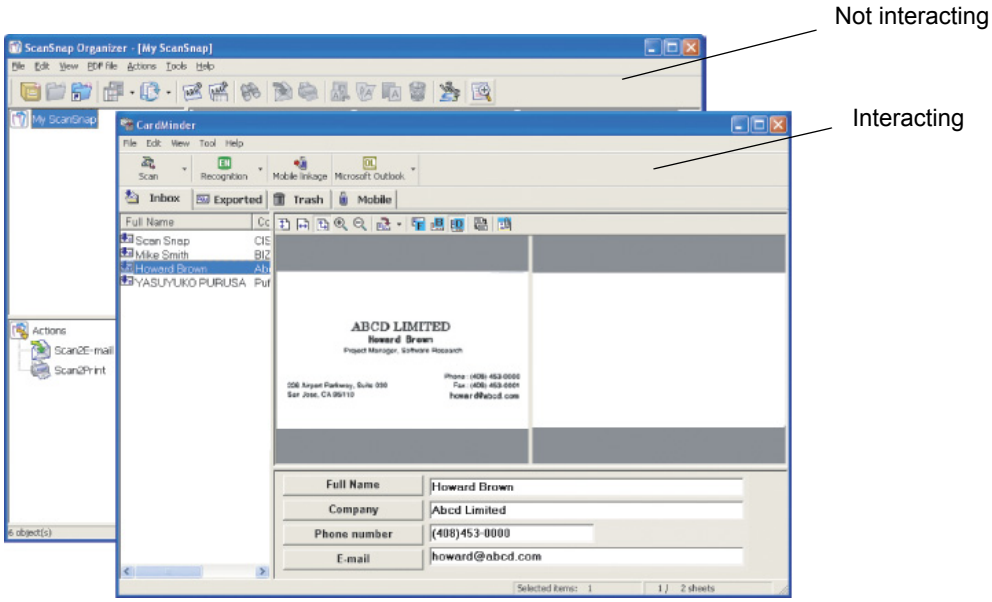
ScanSnap Organizer and CardMinder can automatically interact with the ScanSnap upon startup.

■ Automatic Interaction Mode ([When to Interact] Options)

There are two ways of interacting.

(1) When any one of above applications is selected (active), the ScanSnap interacts with it. (Default setting)

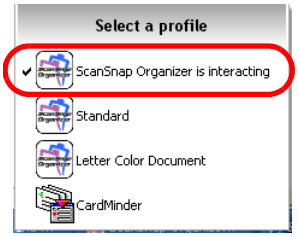
When ScanSnap Organizer or CardMinder becomes active, or, in other words, when one of them is clicked on the taskbar and its window is brought to the front, a scanned document image is displayed in the active application upon pressing the [SCAN] button.
In addition, when the ScanSnap is in Quick Menu Mode, either of the applications starts interacting with the ScanSnap upon pressing the [SCAN] button, and a scanned document image is displayed in the interacting application, instead of the ScanSnap Quick Menu being displayed.
When the application becomes inactive or it is deselected, the ScanSnap no longer interacts with the application.



The example above shows that the CardMinder window is brought to the front, showing that the ScanSnap is to interact with CardMinder.

(2) **The ScanSnap always interacts with an application that is running and has higher priority (when more than one application is running).**

When ScanSnap Organizer or CardMinder is running, an application selected in the [Application] drop-down list on the [Application] tab of the [ScanSnap Manager - Scan and Save Settings] dialog box is automatically switched to the running application (when more than one application is running, an application that has higher priority is selected). When you scan documents scanned document images are opened with the selected application. Even if the ScanSnap is in Quick Menu Mode, the ScanSnap Quick Menu will not appear after scanning. Be aware that scanned document images are opened with the selected application.
The ScanSnap interacts with the application until you exit the application.
When both the applications are running, CardMinder has higher priority than ScanSnap Organizer.
When the ScanSnap is in Left-Click Mode, the interacting application name on the Left-Click Menu is followed by "is interacting."



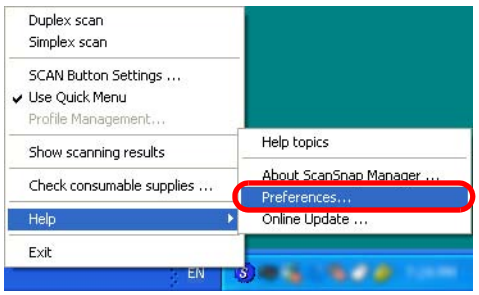
When ScanSnap Organizer is interacting with the ScanSnap

■ Changing the [When to Interact] Options

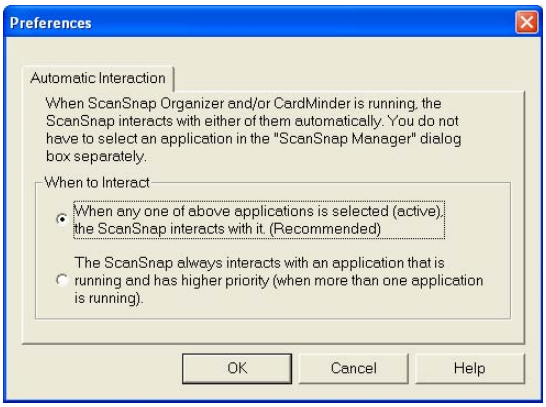
Follow the procedure below to change [When to Interact] options described above.

Operation

1. Right-click the ScanSnap icon , and then select [Help] ⇨ [Preferences].



2. Select either of settings on the [Automatic interaction] tab.


Preferences
Automatic Interaction
When ScanSnap Organizer and/or CardMinder is running, the ScanSnap interacts with either of them automatically. You do not have to select an application in the "ScanSnap Manager" dialog box separately.
When to Interact
When any one of above applications is selected (active), the ScanSnap interacts with it. (Recommended)
The ScanSnap always interacts with an application that is running and has higher priority (when more than one application is running).
OK
Cancel
Help

When any one of above applications is selected (active), the ScanSnap interacts with it. (Default setting)

When ScanSnap Organizer or CardMinder becomes active, or, in other words, when one of them is clicked on the taskbar and its window is brought to the front, the active application automatically starts interacting with the ScanSnap.

The ScanSnap always interacts with an application that is running and has higher priority (when more than one application is running).

When ScanSnap Organizer or CardMinder is running, an application selected in the [Application] drop-down list on the [Application] tab of the [ScanSnap Manager - Scan and Save Settings] dialog box is automatically switched to the running application.

Chapter 5

About Actions

This chapter describes about actions in the Action List.

5

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5.3 Sending Files by E-Mail 101

5.4 Using the ScanSnap as a Copy Machine 117

5.1 About Actions in the Action List

The ScanSnap has frequently-used functions at the ready in the Action List to help you make efficient use of your time at your office.

Actions in the Action List are helpful when:

- you want to share document files scanned with the ScanSnap with other members.
  ⇒Simply press the [SCAN] button, and you can save document files in a shared folder on a network upon scanning. In addition, all members are informed of the destination folder path by e-mail.

- you want to send document files used in a meeting about to start to all persons concerned.
  ⇒Simply press the [SCAN] button, and you can quickly send an e-mail message with document files attached.

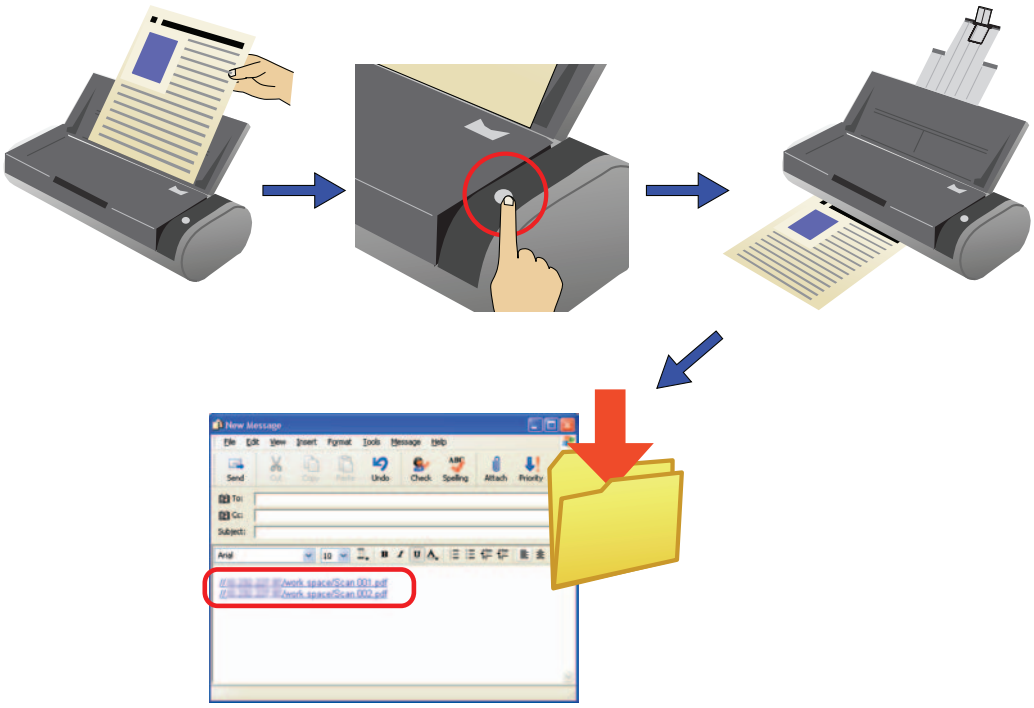
- you want to use a printer, rather than a copy machine, to make copies of documents.
  ⇒Simply press the [SCAN] button, and you can print documents with a printer.

The following are explanations on how to use the Action menu.

5.2 Saving Data in the Specified Folder

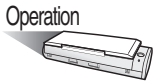
This section describes how to save image files scanned with the ScanSnap in a shared folder. By using this action, you can save image files scanned with the ScanSnap in a networked folder to share information among group members.

When you scan documents with the ScanSnap, image files are created and saved in a specified folder.
A function of launching an e-mail program to notify group members of additions to the folder is also available. In an e-mail message, paths to the folder are stated as shown in the figure below.



- An e-mail program selected in the [E-mail] drop-down list on the [Programs] tab of the [Internet Options] dialog box will be used; to display the [Internet Options] dialog box, select the [Tools] menu within the Microsoft® Internet Explorer browser, and then select [Internet Options].
  If no e-mail program is selected, select an e-mail program you want to use in the [E-mail] drop-down list.
  Operations with the following e-mail programs have been checked.
  - Microsoft® Windows® Mail (in Windows Vista)
  - Microsoft® Outlook® 2003/2007
  - Microsoft® Outlook Express V6.0
  - Eudora Pro® V7.1.09
  - Thunderbird Version 1.5.0.9 (Launch Thunderbird in advance; it must stand ready to send/receive e-mail messages.)
- Even if you use an e-mail program selected in the [E-mail] drop-down list on the [Programs] tab of the [Internet Options] dialog box (in the [Tools] menu in Microsoft® Internet Explorer), the e-mail program may not interact with the ScanSnap properly. In this case, contact the manufacturer of that e-mail program.
- It has been confirmed that attached file extensions are changed if sending attached files by e-mail failed when the following conditions are met:
  - The operating system you are using is Windows XP (Professional, Home Edition).
  - You have set Hotmail as a default e-mail program.
    (File extensions are changed to those including a character "^.")
    This problem occurs when a combination of Window XP and Hotmail is used. When you send attached files by e-mail through Explore, the same problem will occur.
    For Windows XP, use other e-mail programs with which correct operations are verified (as of July 2007).

■ Operations in Quick Menu Mode



1. Load the document on the ScanSnap.

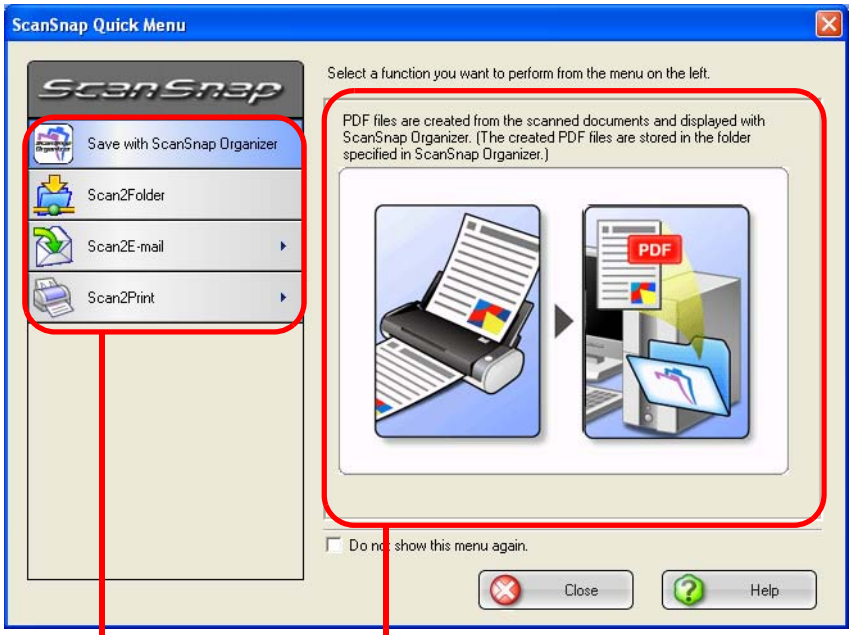
For details, refer to sections "3.2 Paper Sizes of Documents to be Scanned" (page 38) and "3.3 Loading Documents" (page 40).

2. Press the [SCAN] button

.

⇒ Scanning is started.

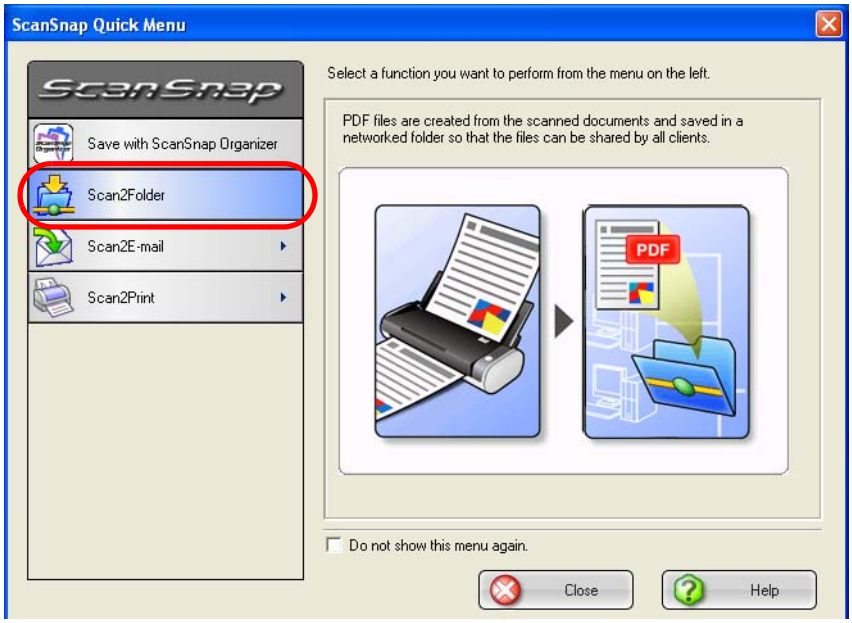
⇒ When scanning is complete, the ScanSnap Quick Menu appears.


ScanSnap Quick Menu
ScanSnap
Save with ScanSnap Organizer
Scan2Folder
Scan2E-mail
Scan2Print
Select a function you want to perform from the menu on the left.
PDF files are created from the scanned documents and displayed with ScanSnap Organizer. (The created PDF files are stored in the folder specified in ScanSnap Organizer.)
PDF
Do not show this menu again.
Close
Help
Action List
Descriptions of the selected action

3. Place the mouse cursor on [Scan2Folder].

⇒ A description of the [Scan2Folder] action is displayed.

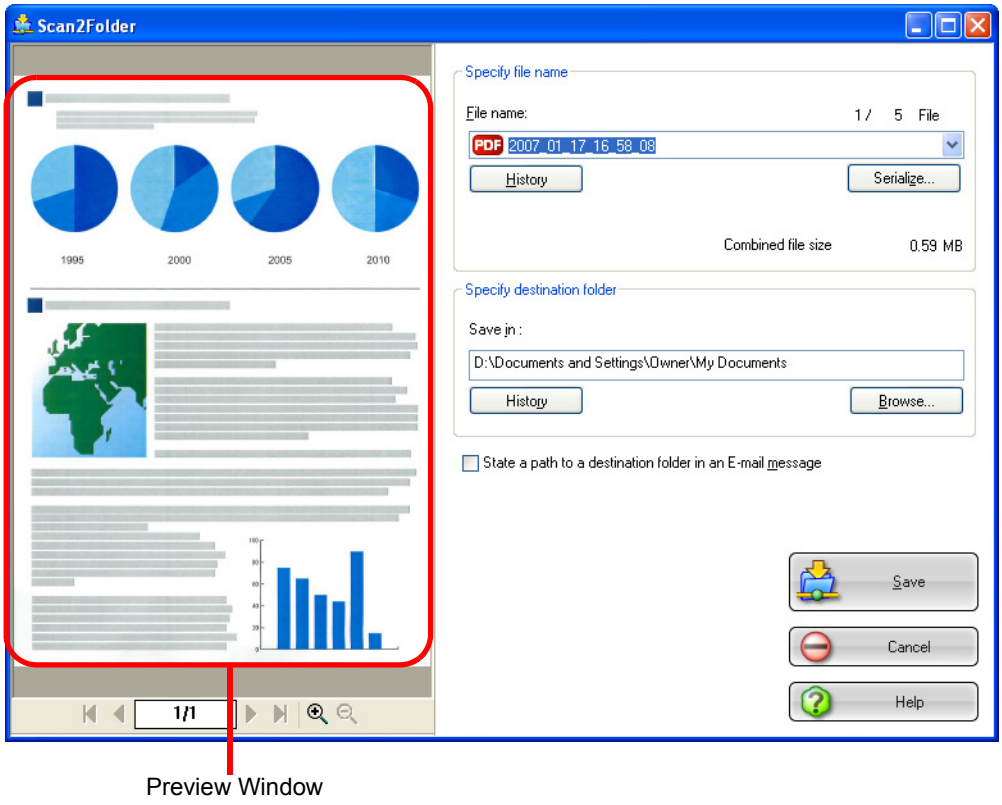
4. Click the [Scan2Folder] action.


ScanSnap Quick Menu
ScanSnap
Save with ScanSnap Organizer
Scan2Folder
Scan2E-mail
Scan2Print
Select a function you want to perform from the menu on the left.
PDF files are created from the scanned documents and saved in a networked folder so that the files can be shared by all clients.
PDF
Do not show this menu again.
Close
Help

⇒ A preview window appears.

5. Verify a scanned image in the preview window.

You can also change file names and destination folders and specify whether to state a path to a destination folder in an e-mail message to notify other members of it.



Preview Window

The image of the selected file is displayed.
You can use the following navigation controls for paging through documents:

- : To go to the first page, click this First Page button.
- : To go to the previous page, click this Previous Page button.
- : To go to the next page, click this Next Page button.
- : To go to the last page, click this Last Page button.
- 1/2 : Current page number / Total page number
- : To zoom in, click this button.
- : To zoom out, click this button.

Drag the vertical scroll bar or use mouse actions to move around the page so that you can view all the areas of it when the image is enlarged.

Specify file name

The name of a selected file and the number and combined size of files are displayed under [Specify file name].
You can change file names and select a file to display.

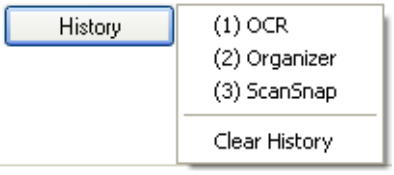
File name

The currently selected file name is displayed.

You can type a file name in this combo box to change the file name.
Up to 100 characters can be used for a file name.
When there is more than one file to display, click the down-arrow button ( ) to select another file from the drop-down list.
Numbers (X / Y) to the right of [File name] are the currently displayed file's position in the list (X) and the total number of files (Y).

[History] button

File names you have specified before are displayed in the [History] list; only file names you changed in the [File name] field are added to the list. (Up to 10 file names can be listed. When the 11th or later file name is specified, a file name is deleted in chronological order.)



Selecting a file name from the [History] list, which pops up when clicking this [History] button, replaces the file name currently displayed in the [File name] field.
Selecting [Clear History] deletes all file names in the list.

[Serialize] button

When there are multiple files, a serial number is appended to the file name; a file name and serial number is combined using "_" (underbar). The maximum number of digits you can specify for a serial number is 6.
When you use this button, a currently selected file name is used in common.
Example: When there are three files in the drop-down list, Scan.pdf, Snap.pdf, and S300.pdf, if you select "Snap.pdf" in the drop-down list and specify "3" as the number of digits, names of these three files are changed to Snap_001.pdf, Snap_002.pdf, and Snap_003.pdf.

Combined file

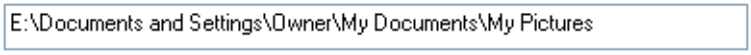
The file size is displayed in megabytes. When there are multiple files, the combined file size is displayed.

Specify destination folder

A path to a destination folder is displayed. You can change a destination folder in this dialog box.

Save in

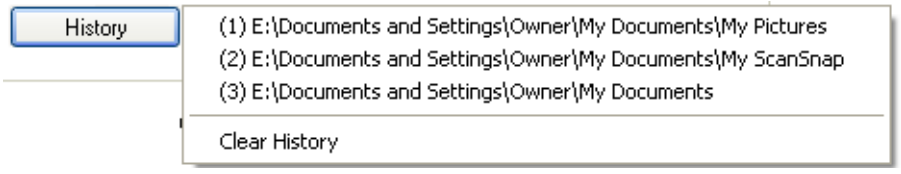
The path name to the currently selected folder is displayed.



You can also type a path name in this field to change destination folders.
Use up to 220 characters for a path name including a file name.

[History] button

The path names of folders you have specified before are displayed in the History list. (Up to 10 folder names can be added in the list. When the 11th or later path name is specified, a path name is deleted in chronological order.)


History
(1) E:\Documents and Settings\Owner\My Documents\My Pictures
(2) E:\Documents and Settings\Owner\My Documents\My ScanSnap
(3) E:\Documents and Settings\Owner\My Documents
Clear History

Select a path name, and the selected path name is displayed in the [Save in] field.
Selecting [Clear History] deletes all path names.

[Browse] button

Use this button when selecting a destination folder.

[State a path to a destination folder in an e-mail message] checkbox

After files are saved in a specified folder, an e-mail program is started with the path to the specified folder being stated in an e-mail message.

[Save] button

Clicking this button saves files using settings configured in this dialog box.

[Cancel] button

Clicking this button cancels all changes made in this dialog box and returns you to the previous window (the ScanSnap Quick Menu).

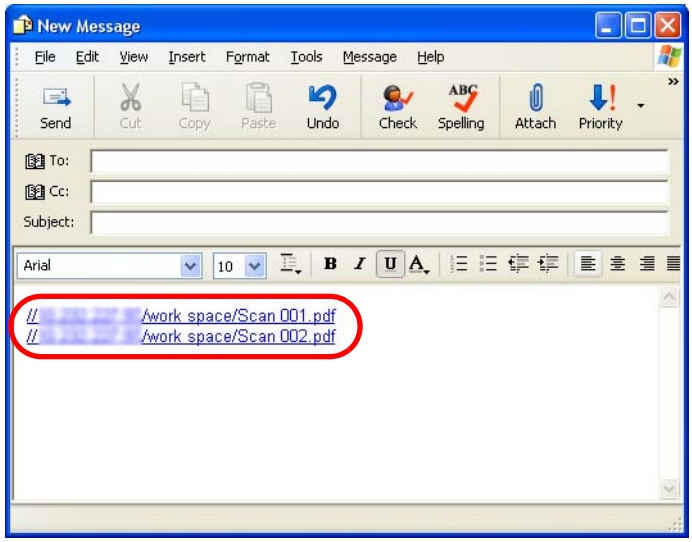
[Help] button

You can view Help topics related to the preview window.

6. Click the [Save] button

⇒ Files are saved in the specified folder.

⇒ When you mark the [State a path to a destination folder in an e-mail message] checkbox in this dialog box, an e-mail message is created with the path to the destination folder being stated.



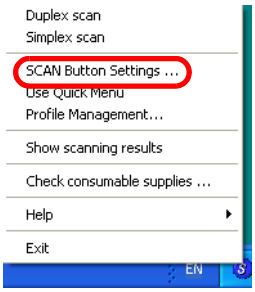
ATTENTION

- When the ScanSnap Quick Menu is displayed, the ScanSnap does not work even if you press the [SCAN] button. Select one of actions in the menu and complete the action before scanning another document.
- Do not move, delete, or rename files in other applications after the ScanSnap Quick Menu is displayed and before the [Preview] window is closed.

■ Operations in Left-Click Menu Mode

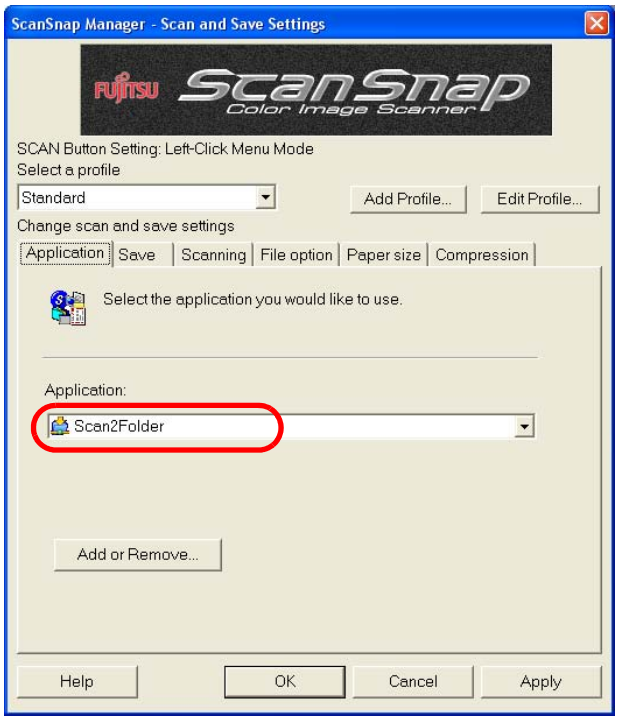
Operation

1. Select [SCAN Button Settings] in the Right-Click Menu, which pops up when the ScanSnap Manager icon is right-clicked.



⇒ The [Scan and Save Settings] dialog box appears.

2. In the [Application] drop-down list on the [Application] tab, select [Scan2Folder].



3. Click the [OK] button.

⇒ The [ScanSnap Manager -Scan and Save Settings] dialog box closes.

HINT

Changes you have made in the above procedure take effect from the next time you scan documents using the Left-Click Menu.
For details on how to change settings, refer to section "4.3 Saving Scanning Settings" (page 70).

Operation

4. Load the document on the ScanSnap.

For details, refer to sections "3.2 Paper Sizes of Documents to be Scanned" (page 38) and "3.3 Loading Documents" (page 40).

5. Press the [SCAN] button

.

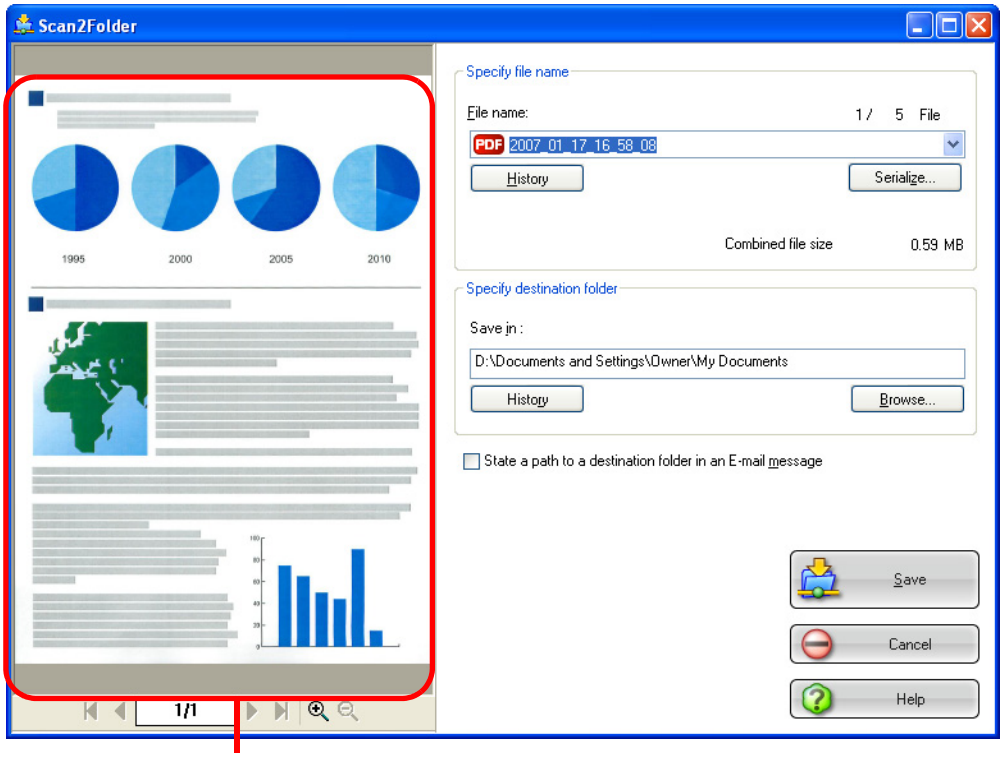
⇒ Scanning is started.

⇒ When scanning is complete, the preview window appears.

Operation

6. Verify a scanned image in the preview window.

You can also change file names and destination folders and specify whether to state a path to a destination folder in an e-mail message to notify other members of it.



Preview Window

Preview Window

The image of the selected file is displayed.

You can use the following navigation controls for paging through documents:

: To go to the first page, click this First Page button.

: To go to the previous page, click this Previous Page button.

: To go to the next page, click this Next Page button.

: To go to the last page, click this Last Page button.

1/2 : Current page number / Total page number

: To zoom in, click this button.

: To zoom out, click this button.

Drag the vertical scroll bar or use mouse actions to move around the page so that you can view all the areas of it when the image is enlarged.

Specify file name

The name of a selected file and the number and combined size of files are displayed under [Specify file name].
You can change file names and select a file to display.

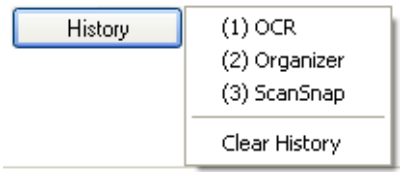
File name

The currently selected file name is dispalyed.

You can type a file name in this combo box to change the file name.
Up to 100 characters can be used for a file name.
When there is more than one file to display, click the down-arrow button ( ) to select another file from the drop-down list.
Numbers (X / Y) to the right of [File name] are the currently displayed file's position in the list (X) and the total number of files (Y).

[History] button

File names you have specified before are displayed in the [History] list (up to 10 file names.) When the 11th or later file name is specified, a file name is deleted in chronological order.



Selecting a file name from the [History] list, which pops up by clicking this [History] button, replaces the file name currently displayed in the [File name] field.
Selecting [Clear History] deletes all file names in the list.

[Serialize] button

When there are multiple files, a serial number is appended to the file name; a file name and serial number is combined using "_" (underbar). The maximum number of digits you can specify for a serial number is 6.
When you use this button, a currently selected file name is used in common.

Example: When there are three files in the drop-down list, Scan.pdf, Snap.pdf, and S300.pdf, if you select "Snap.pdf" in the drop-down list and specify "3" as the number of digits, names of these three files are changed to Snap_001.pdf, Snap_002.pdf, and Snap_003.pdf.

Combined file

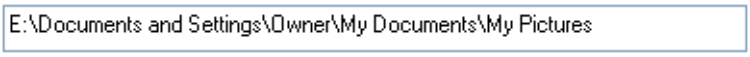
The file size is displayed in megabytes. When there are multiple files, the combined size files is displayed.

Specify destination folder

A path to a destination folder is displayed. You can change a destination folder in this dialog box.

Save in

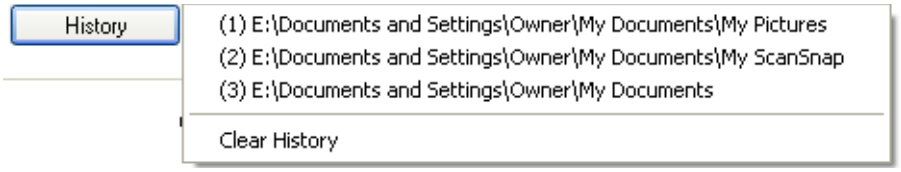
The path name to the currently selected folder is displayed.



You can also type a path in this field to change destination folders. Use up to 220 characters for a path name.

[History] button

Folder names you have specified before are displayed in the [History] list. (Up to 10 folder names can be added to the list. When the 11th or later path name is specified, a path name is deleted in chronological order.)


History
(1) E:\Documents and Settings\Owner\My Documents\My Pictures
(2) E:\Documents and Settings\Owner\My Documents\My ScanSnap
(3) E:\Documents and Settings\Owner\My Documents
Clear History

Select a folder name, and the selected folder name is displayed in the [Save in] field.
Selecting [Clear History] deletes all path names in the list.

[Browse] button

Click this button when selecting a destination folder.

[State a path to a destination folder in an e-mail message] checkbox

After files are saved in a specified folder, an e-mail program is started with the path to the specified folder being stated in an e-mail message.

[Save] button

Clicking this saves files using settings configured in this dialog box.

[Cancel] button

Clicking this button cancels saving of files.

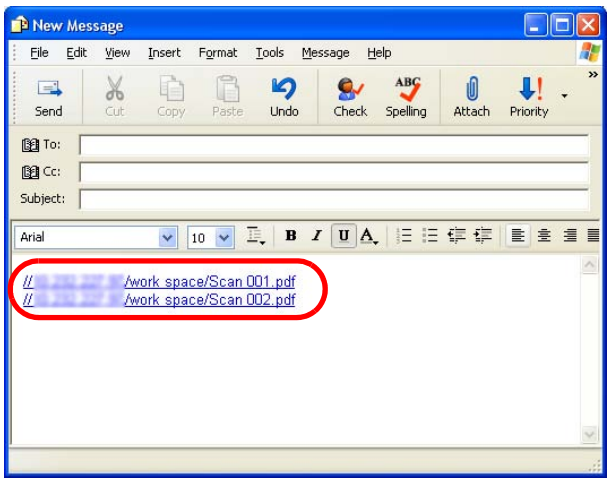
[Help] button

You can view Help topics related to the preview window.

7. Click the [Save] button.

⇒ Files are saved in the specified folder.

⇒ When you mark the [State a path to a destination folder in an e-mail message] checkbox in this dialog box, an e-mail message is created with the path to the destination folder being stated.



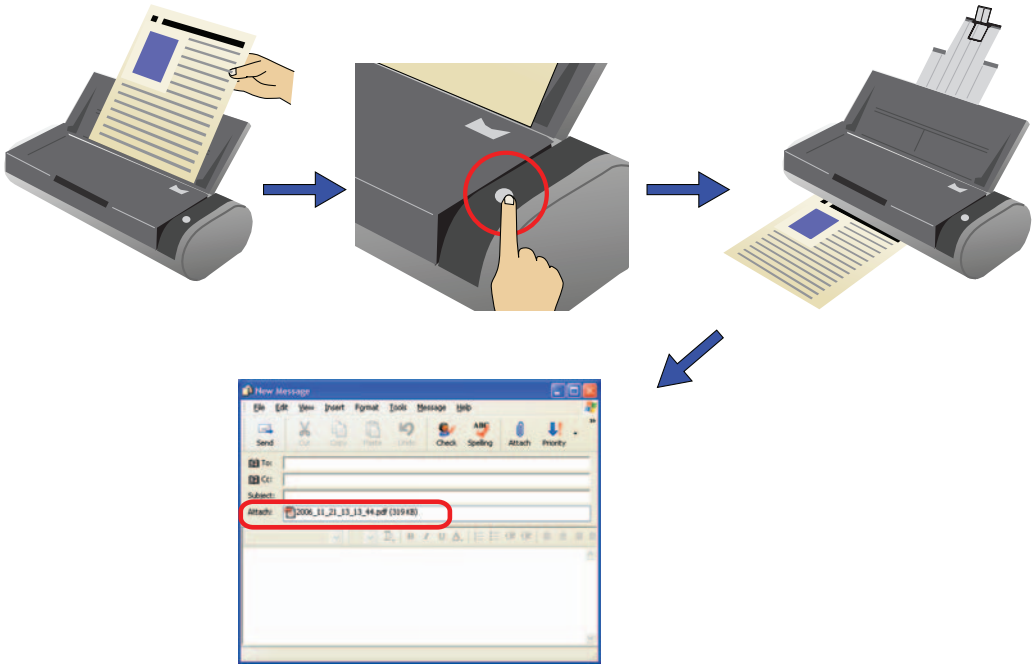
ATTENTION

- When the [Preview] window is displayed, the ScanSnap does not work even if you press the [SCAN] button. Close the [Preview] window before scanning another document.
- Do not move, delete, or rename files in other applications when the [Preview] window is displayed.

5.3 Sending Files by E-Mail

This section describes how to send documents scanned with the ScanSnap by e-mail.

After documents are scanned with the ScanSnap, document files are created and an e-mail message appears with the document files attached.



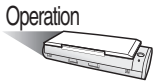
- An e-mail program selected in the [E-mail] drop-down list on the [Programs] tab of the [Internet Options] dialog box will be used; to display the [Internet Options] dialog box, select the [Tools] menu within the Microsoft® Internet Explorer browser, and then select [Internet Options].
  If no e-mail program is selected, select an e-mail program you want to use in the [E-mail] drop-down list.

Operations with the following e-mail programs have been verified:

- •Microsoft® Windows® Mail (in Windows Vista)
- •Microsoft® Outlook® 2003/2007
- • Microsoft® Outlook Express V6.0
- • Eudora Pro® V7.1.09
- • Thunderbird Version 1.5.0.9 (Launch Thunderbird in advance; it must stand ready to send/receive e-mail messages.)

- To set the default e-mail program in Windows Vista, follow the instructions below:
  1. In the [Internet Options] dialog box (of Microsoft® Internet Explorer) click on [Programs] >> [Set programs] >> [Set your default programs].
  2. Select the default e-mail program such as Windows® Mail.
  3. Click on [Set this program as default].
- Even if you use an e-mail program selected in the [E-mail] drop-down list on the [Programs] tab of the [Internet Options] dialog box (in the [Tools] menu in Microsoft® Internet Explorer), the e-mail program may not interact with the ScanSnap properly. In this case, contact the manufacturer of that e-mail program.
- It has been confirmed that attached file extensions are changed if sending attached files by e-mail failed when the following conditions are met:
  - The operating system you are using is Windows XP (Professional, Home Edition).
  - You have set Hotmail as a default e-mail program.
    (File extensions are changed to those including a character "^.")
    This problem occurs when a combination of Window XP and Hotmail is used. When you send attached files by e-mail through Explore, the same problem will occur.
    For Windows XP, use other e-mail programs with which correct operations are verified (as of July 2007).

■ Operations in Quick Menu Mode



1. Load the document on the ScanSnap.

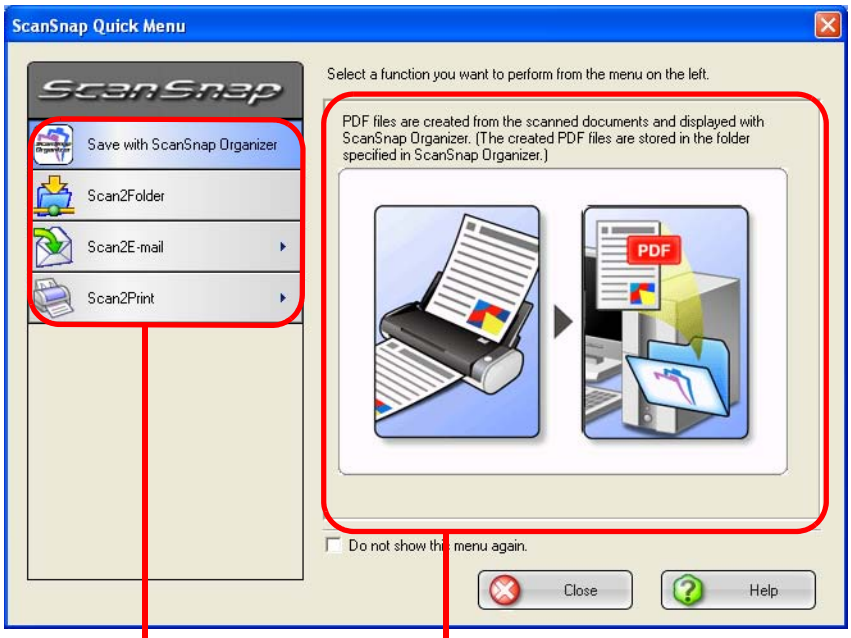
For details, refer to section "3.2 Paper Sizes of Documents to be Scanned" (page 38) and section "3.3 Loading Documents" (page 40).

2. Press the [SCAN] button

.

⇒ Scanning is started.

⇒ When scanning is complete, the ScanSnap Quick Menu appears.


ScanSnap Quick Menu
ScanSnap
Save with ScanSnap Organizer
Scan2Folder
Scan2E-mail
Scan2Print
Select a function you want to perform from the menu on the left.
PDF files are created from the scanned documents and displayed with ScanSnap Organizer. (The created PDF files are stored in the folder specified in ScanSnap Organizer.)
PDF
Do not show this menu again.
Close
Help
Action List
Descriptions of the selected action

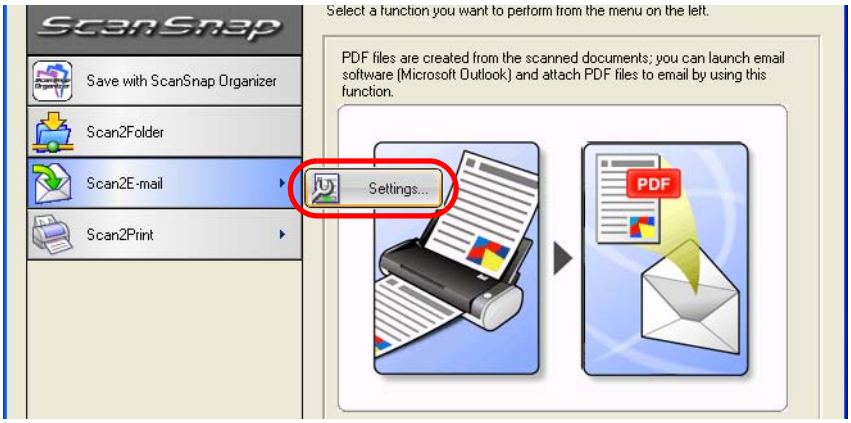
3. Place the mouse cursor on [Scan2E-mail].

⇒ A description of the [Scan2E-mail] action is displayed.

4. When you want to change settings on the [Scan2E-mail] action, place the mouse cursor on the (▸) mark, and then click the [Setting] button

.

(If you do no want to change settings, go to Step 6.)


ScanSnap
Select a function you want to perform from the menu on the left.
Save with ScanSnap Organizer
Scan2Folder
Scan2E-mail
Scan2Print
PDF files are created from the scanned documents; you can launch email software (Microsoft Outlook) and attach PDF files to email by using this function.
Settings...
PDF

⇒ The following dialog box appears.

In this dialog box, you can change settings on the [Scan2E-mail] action as follows:

[Show preview] checkbox

A preview window appears when scanning is complete.
You can visually check a scanned image before attaching it to an e-mail message.

[Set a 'Document Open' password for PDF files] checkbox

You can set a [Document Open] password for attached PDF files.
The attached PDF files cannot be opened unless the password is entered.
Therefore, mark this checkbox when you send confidential files by e-mail.

[Save scanned images to file] checkbox

You can save PDF files attached to e-mail messages in a specified folder.
The attached PDF files are saved in a folder specified on the "[Save] tab" (page 54) of the [ScanSnap Manager - Scan and Save Settings] dialog box.

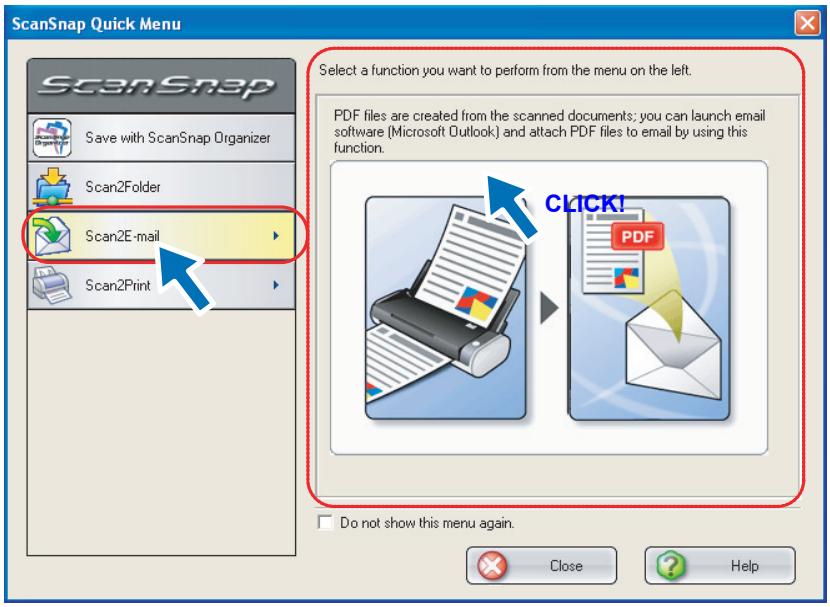
Attached file size

When the attached file size exceeds a set parameter, a Warning message appears.
You can specify a parameter between 1 MB and 10 MB.

* Even if you see a Warning message, you can send attached files by e-mail.
  However, it is recommended that the attached file size be 2 MB at the maximum (it depends on your system environment).

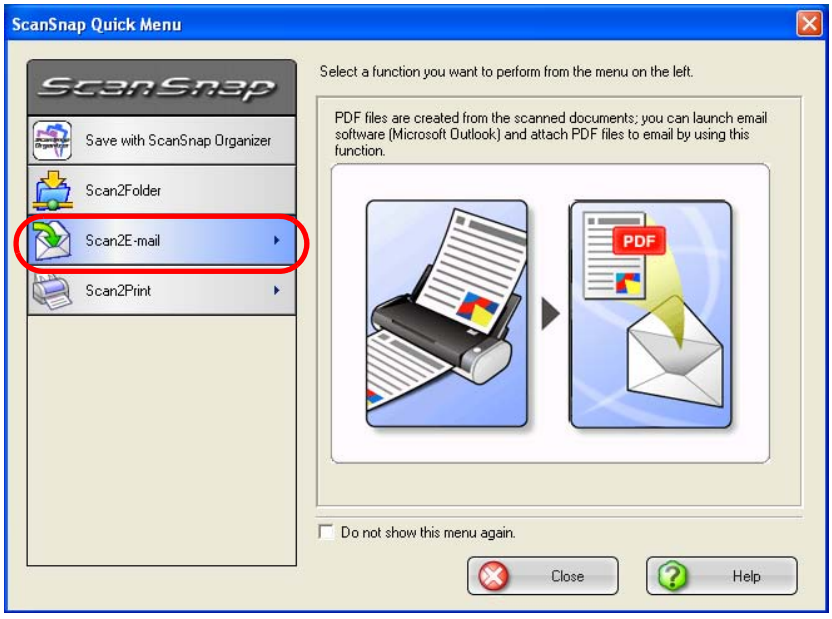
5. Click the [OK] button to close the [Scan2E-mail -Options] dialog box.

- Contact your e-mail service provider to find out the maximum document size that can be sent.
- When the [Settings] button of a selected action is clicked, the selected action background color changes to yellow, and other actions become unselectable. To select another action, first close the [Scan2E-mail - Options] dialog box, and then click on any point in areas other than actions, or place the mouse cursor on the selected action.


ScanSnap Quick Menu
ScanSnap
Save with ScanSnap Organizer
Scan2Folder
Scan2E-mail
Scan2Print
Select a function you want to perform from the menu on the left.
PDF files are created from the scanned documents; you can launch email software (Microsoft Outlook) and attach PDF files to email by using this function.
CLICK!
PDF
Do not show this menu again.
Close
Help

⇒The selected action background color is changed to the original color (blue) and other actions become selectable.

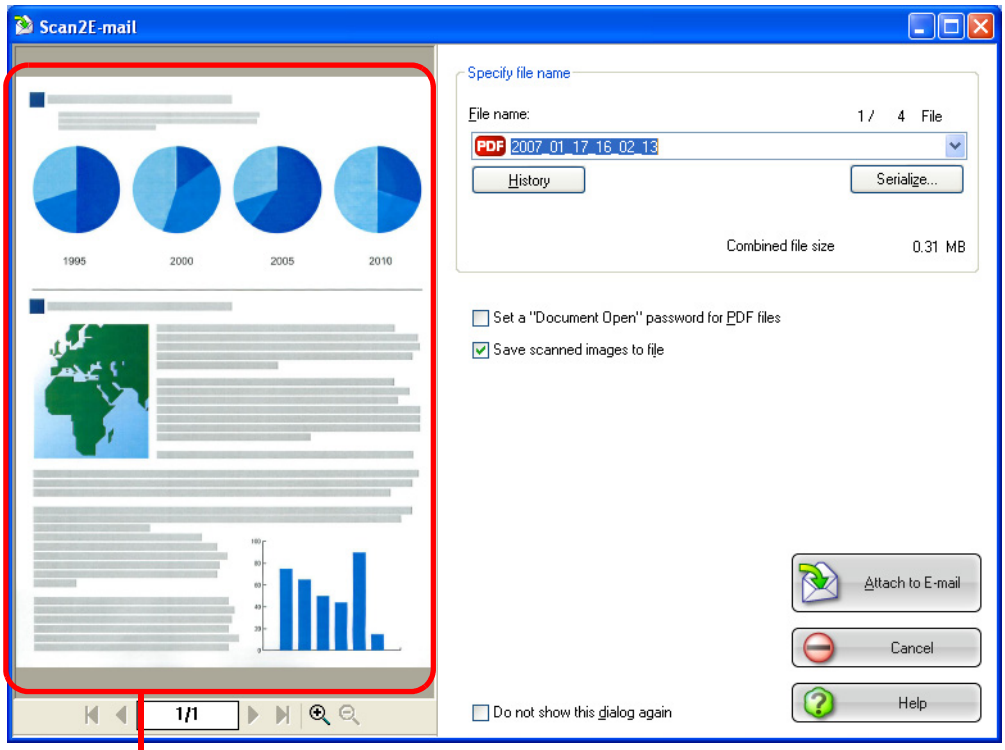
6. Click [Scan2E-mail] in the Action List.


ScanSnap Quick Menu
ScanSnap
Save with ScanSnap Organizer
Scan2Folder
Scan2E-mail
Scan2Print
Select a function you want to perform from the menu on the left.
PDF files are created from the scanned documents; you can launch email software (Microsoft Outlook) and attach PDF files to email by using this function.
PDF
Do not show this menu again.
Close
Help

⇒ A preview window appears.
(You can change settings not to display a preview window.)

7. Verify a scanned image in the preview window.

You can also change file names and specify whether to set a [Document Open] password and whether to save files sent by e-mail.



Preview Window

Preview Window

The image of the selected file is displayed.
You can use the following navigation controls for paging through documents:

- : To go to the first page, click this First Page button.
- : To go to the previous page, click this Previous Page button.
- : To go to the next page, click this Next Page button.
- : To go to the last page, click this Last Page button.
- 1/2 : Current page number / Total page number
- : To zoom in, click this button.
- : To zoom out, click this button.

Drag the vertical scroll bar or use mouse actions to move around the page so that you can view all the areas of it when the image is enlarged.

Specify file name

The name of a selected file and the number and combined size of files are displayed under [Specify file name].
You can change file names and select a file to display.

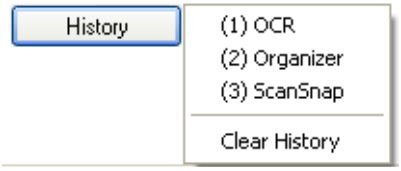
File name

The currently selected file name is displayed.

You can type a file name in this combo box to change the file name.
Up to 100 characters can be used for a file name.
When there is more than one file to display, click the down-arrow button ( ) to select another file from the drop-down list.
Numbers (X / Y) to the right of [File name] are the currently displayed file's position in the list (X) and the total number of files (Y).

[History] button

File names you have specified before are displayed in the [History] list; only file names you changed in the [File name] field are added to the list. (Up to 10 file names can be added to the list. When the 11th or later file name is specified, a file name is deleted in chronological order.)



Selecting a file name from the [History] list, which pops up by clicking this [History] button, replaces the file name currently displayed in the [File name] field.
Selecting [Clear History] deletes all file names in the list.

[Serialize] button

When there are multiple files, a serial number is appended to the file name; a file name and serial number is combined using "_" (underbar). The maximum number of digits you can specify for a serial number is 6.
When you use this button, a currently selected file name is used in common.
Example: When there are three files in the drop-down list, Scan.pdf, Snap.pdf, and S300.pdf, if you select "Snap.pdf" in the drop-down list and specify "3" as the number of digits, names of these three files are changed to Snap_001.pdf, Snap_002.pdf, and Snap_003.pdf.

Combined file size

The file size is displayed in megabytes. When there are multiple files, a combined file size is displayed.
(Depending on the e-mail program you are using, the size of the attached files in the e-mail program may differ from the file size displayed here. This is because each e-mail program uses a different computation method; the actual size is the same.)

[Set a 'Document Open' password for PDF files] checkbox

You can set a [Document Open] password for attached PDF files.
The attached PDF files cannot be opened unless a correct password is entered.
Therefore, mark this checkbox when you send confidential files by e-mail.

[Save scanned images to file] checkbox

You can save PDF files attached to e-mail messages in a specified folder.
The attached PDF files are saved in a folder specified on the "[Save] tab" (page 54) of the [ScanSnap Manager - Scan and Save Settings] dialog box.

[Do not show this dialog again] checkbox

You will not see the preview window from the next time.
You can skip step 7.

[Attach to E-mail] button

Clicking this button attaches files to an e-mail message using settings configured in this dialog box.

[Cancel] button

Clicking this button cancels all changes made in this dialog box and returns you to the previous window (the ScanSnap Quick Menu).

[Help] button

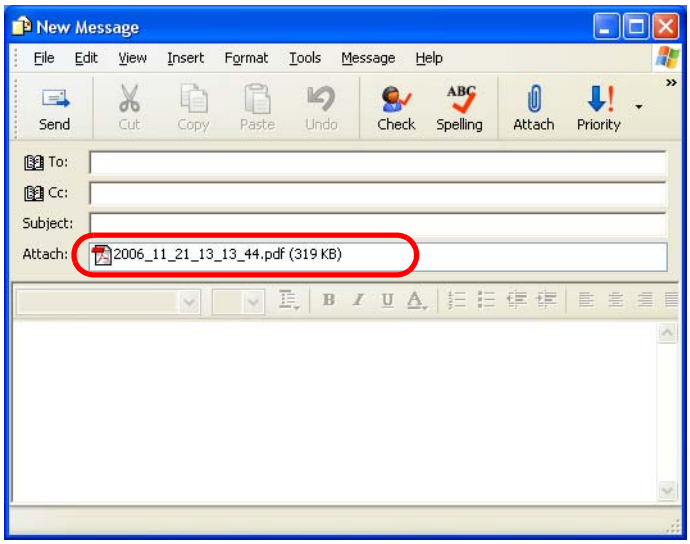
You can view Help topics related to the preview window.

8. Click the [Attach] button.

⇒ If you marked the [Add a password to PDF file] checkbox in the [Scan2E-mail - Options] dialog box or preview window, the [Scan2E-mail - Set a password] window will appear.

Enter a password, and then click the [OK] button.

⇒ An e-mail program is started with the selected files being attached to an e-mail message.

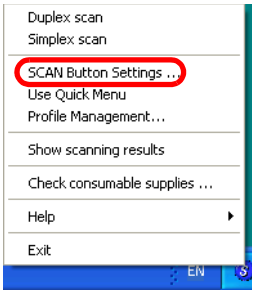


ATTENTION

- When the ScanSnap Quick Menu is displayed, the ScanSnap does not work even if you press the [SCAN] button. Select one of actions in the menu and complete the action before scanning another document.
- Do not move, delete, or rename files in other applications after the ScanSnap Quick Menu is displayed and before the [Preview] window is closed.

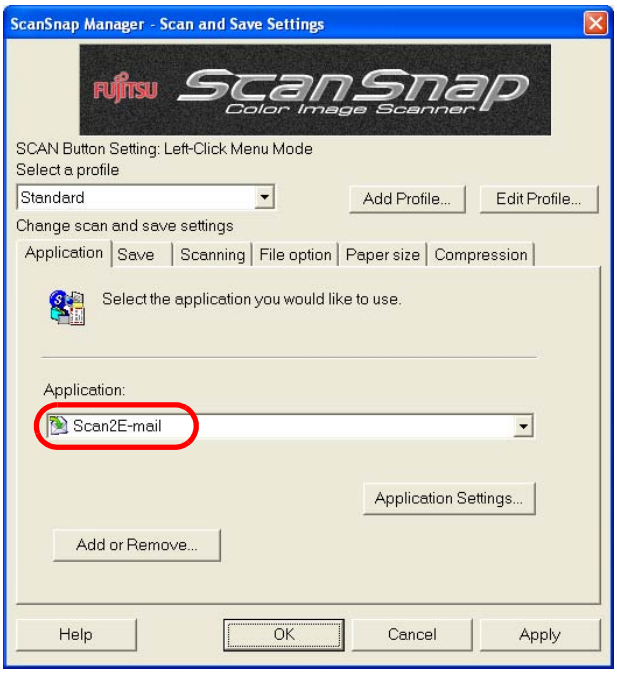
■ Operations in Left-Click Menu Mode

1. Select [SCAN Button Settings] in the Right-Click Menu, which pops up when the ScanSnap Manager icon is right-clicked.



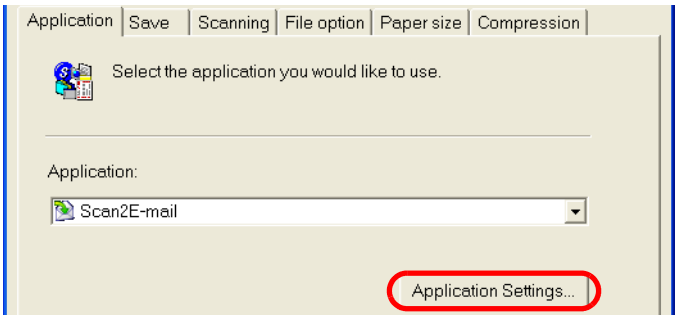
⇒ The [ScanSnap Manager - Scan and Save Settings] dialog box appears.

2. In the [Application] drop-down list on the [Application] tab, select [Scan2E-mail].



3. When you want to change settings on the [Scan2E-mail] action, click the [Application Settings] button, and then change settings.

   (When you do not want to change settings, go to Step 5.)



⇒ The following dialog box appears.

In this dialog box, you can change settings on the [Scan2E-mail] action as follows:

[Show preview] checkbox

A preview window appears when scanning is complete.
You can visually check a scanned image before attaching it to an e-mail message.

[Set a 'Document Open' password for PDF files] checkbox

You can set a [Document Open] password for attached PDF files.
The attached PDF files cannot be opened unless the password is entered.
Therefore, mark this checkbox when you send confidential files by e-mail.

[Save scanned images to file] checkbox

You can save PDF files attached to e-mail messages in a specified folder.
The attached PDF files are saved in a folder specified on the "[Save] tab" (page 54) of the [ScanSnap Manager - Scan and Save Settings] dialog box.

Attached file size

When attached file size exceeds a set parameter, a Warning message appears.
You can specify a parameter from 1 MB to 10 MB.
* Even if you see a Warning message, you can send attached files by e-mail. However, it is recommended that the attached file size be 2 MB at the maximum (it depends on your e-mail service provider).

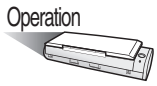
4. Click the [OK] button.

   ⇒ The [Scan2E-mail - Options] dialog box is closed.

5. Click the [OK] button.

   ⇒ The [ScanSnap Manager - Scan and Save Settings] dialog box closes.

Changes you have made in the above procedure take effect from the next time you scan documents using the Left-Click Menu.
For details on how to change settings, refer to section "4.3 Saving Scanning Settings" (page 70).



6. Load the document on the ScanSnap.

For details, refer to sections "3.2 Paper Sizes of Documents to be Scanned" (page 38) and "3.3 Loading Documents" (page 40).

7. Press the [SCAN] button

.

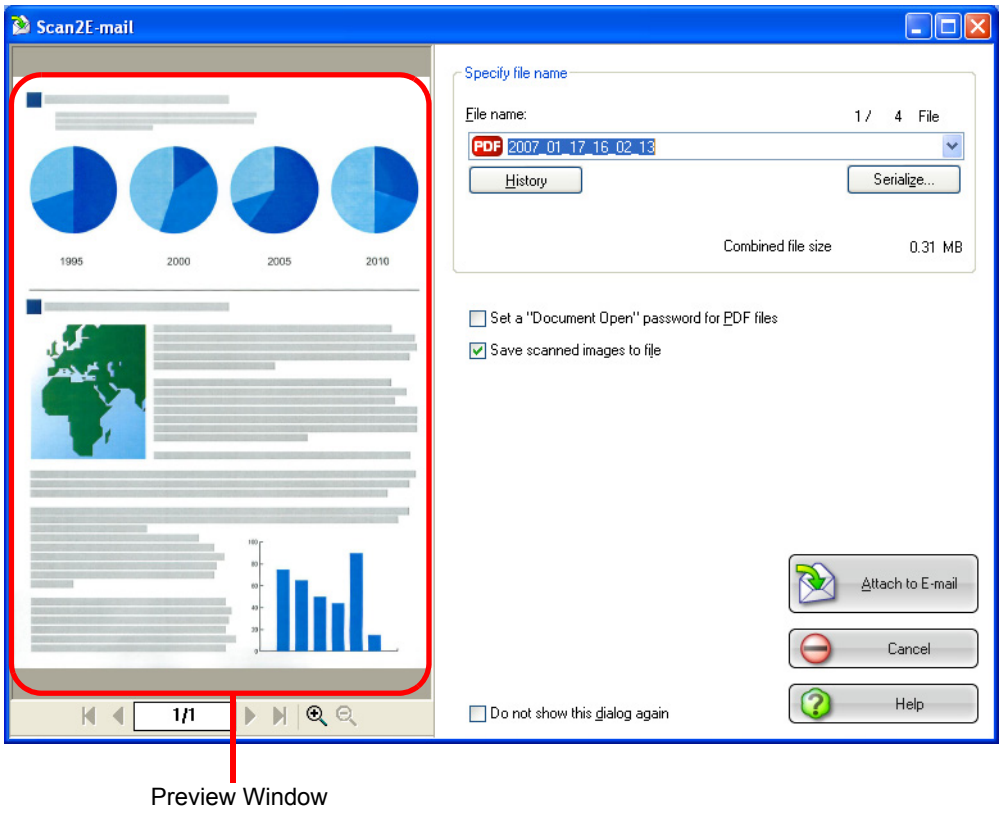
   ⇒ Scanning is started.

   ⇒ When scanning is complete, a preview window appears.
   (You can change settings not to display a preview window.)

Operation

8. Verify a scanned image in the preview window.

You can also change file names, specify whether to set a [Document Open] password, and specify whether to save scanned files attached to an e-mail message after scanning.



Preview Window

The image of the selected file is displayed.
You can use the following navigation controls for paging through documents.

- : To go to the first page, click this First Page button.
- : To go to the previous page, click this Previous Page button.
- : To go to the next page, click this Next Page button.
- : To go to the last page, click this Last Page button.
- 1/2 : Current page number / Total page number
- : To zoom in, click this button
- : To zoom out, click this button

Drag the vertical scroll bar or use mouse actions to move around the page so that you can view all the areas of it when the image is enlarged.

Specify file name

The name of a selected file and the number and combined size of files are displayed under [Specify file name].
You can change file names and select a file to display.

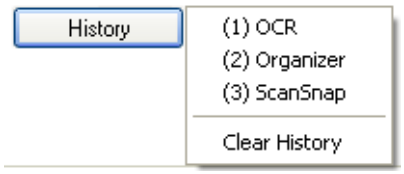
File name

The currently selected file name is displayed.

You can type a file name in this combo box to change the file name.
Up to 100 characters can be used for a file name.
When there is more than one file to display, click the down-arrow button ( ) to select another file from the drop-down list.
Numbers (X / Y) to the right of [File name] are the currently displayed file's position in the list (X) and the total number of files (Y).

[History] button

File names you have specified before are displayed in the [History] list (up to 10 file names). When the 11th or later file name is specified, a file name is deleted in chronological order.



Selecting a file name from the [History] list, which pops up by clicking this [History] button, replaces the file name currently displayed in the [File name] field.
Selecting [Clear History] deletes all file names in the [History] list.

[Serialize] button

When there are multiple files, a serial number is appended to the file name; a file name and serial number is combined using "_" (underbar). The maximum number of digits you can specify for a serial number is 6.
When you use this button, a currently selected file name is used in common.
Example: When there are three files in the drop-down list, Scan.pdf, Snap.pdf, and S300.pdf, if you select "Snap.pdf" in the drop-down list and specify "3" as the number of digits, names of these three files are changed to Snap_001.pdf, Snap_002.pdf, and Snap_003.pdf.

Combined file size

The file size is displayed in megabytes. When there are multiple files, a combined file size is displayed.
(Depending on the e-mail program you are using, the size of the attached files in the e-mail program may differ from the file size displayed here. This is because each e-mail program uses a different computation method; the actual size is the same.)

[Set a 'Document Open' password for PDF files] checkbox

You can set a [Document Open] password for attached PDF files.
The attached PDF files cannot be opened unless a correct password is entered.
Therefore, mark this checkbox when you send confidential files by e-mail.

[Save scanned images to file] checkbox

You can save PDF files attached to e-mail messages in a specified folder.
The attached PDF files are saved in a folder specified on the "[Save] tab" (page 54) of the [ScanSnap Manager - Scan and Save Settings] dialog box.

[Do not show this dialog again] checkbox

You will not see the preview window from the next time.
You can skip step 8.

[Attach to E-mail] button

Clicking this button attaches files using settings configured in this dialog box.

[Cancel] button

Clicking this button cancels all changes made in this dialog box.

[Help] button

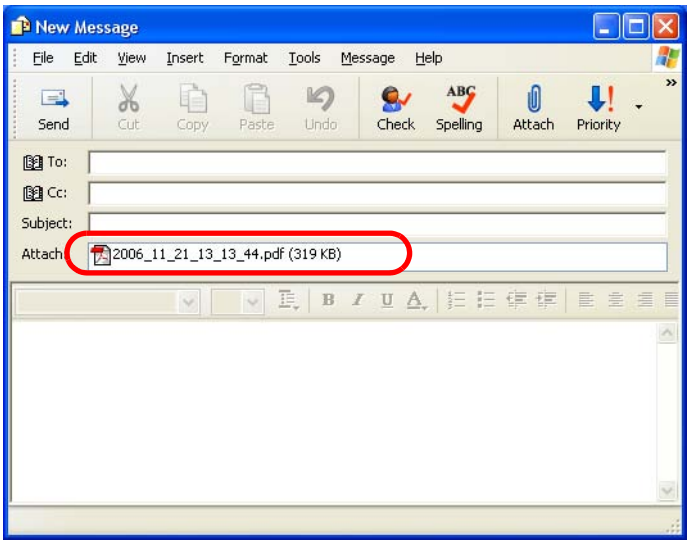
You can view Help topics related to the preview window.

9. Click the [Attach] button

⇒ If you marked the [Add a password to PDF file] checkbox in the [Scan2E-mail - Options] dialog box or preview window, a [Set a password] window will appear.

Enter a password, and then click the [OK] button.

⇒ An e-mail program is started and selected files are attached to an e-mail message.



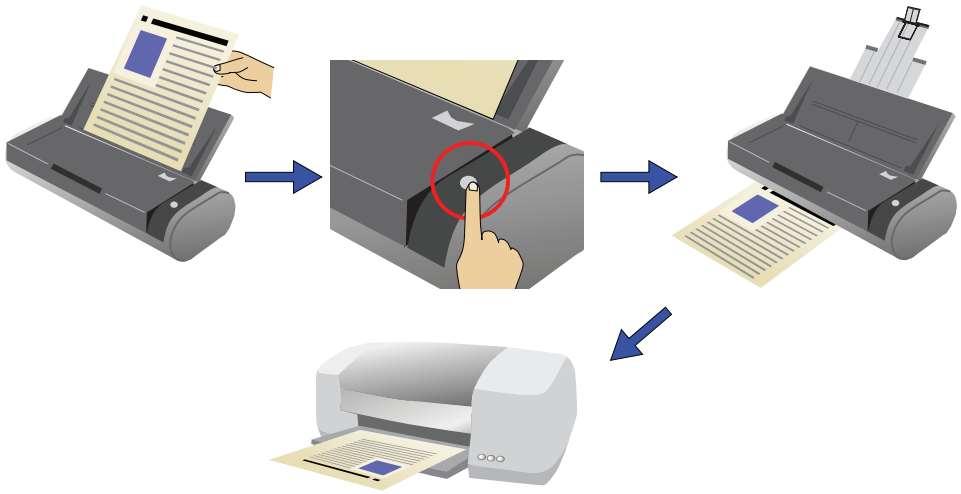
ATTENTION

- When the [Preview] window is displayed, the ScanSnap does not work even if you press the [SCAN] button. Close the [Preview] window before scanning another document.
- Do not move, delete, or rename files in other applications when the [Preview] window is displayed.

5.4 Using the ScanSnap as a Copy Machine

This section describes how to print scanned image files with a printer.
By printing scanned images directly from the ScanSnap, you can use the ScanSnap as a copy machine.

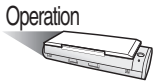
When you scan documents with the ScanSnap, scanned images are printed with a printer.



ATTENTION

- By default, a printer that is [Set as Default Printer] in Windows Control Panel is used. You might also change settings so that a printer can be selected after scanning.
- Depending on the document conditions and scanning settings, the printed image may contain shadows (which appear as lines) on its edges.

■ Operations in Quick Menu Mode



1. Load the document on the ScanSnap.

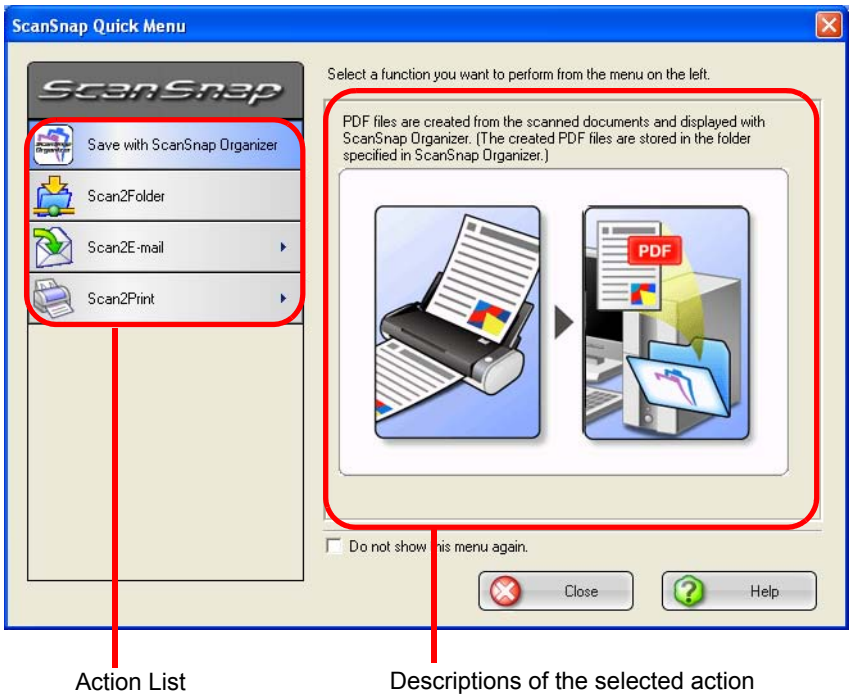
For details, refer to sections "3.2 Paper Sizes of Documents to be Scanned" (page 38) and "3.3 Loading Documents" (page 40).

2. Press the [SCAN] button

.

⇒ Scanning is started.

⇒ When scanning is complete, the ScanSnap Quick Menu is displayed.


ScanSnap Quick Menu
ScanSnap
Save with ScanSnap Organizer
Scan2Folder
Scan2E-mail
Scan2Print
Select a function you want to perform from the menu on the left.
PDF files are created from the scanned documents and displayed with ScanSnap Organizer. (The created PDF files are stored in the folder specified in ScanSnap Organizer.)
PDF
Do not show this menu again.
Close
Help
Action List
Descriptions of the selected action

Operation

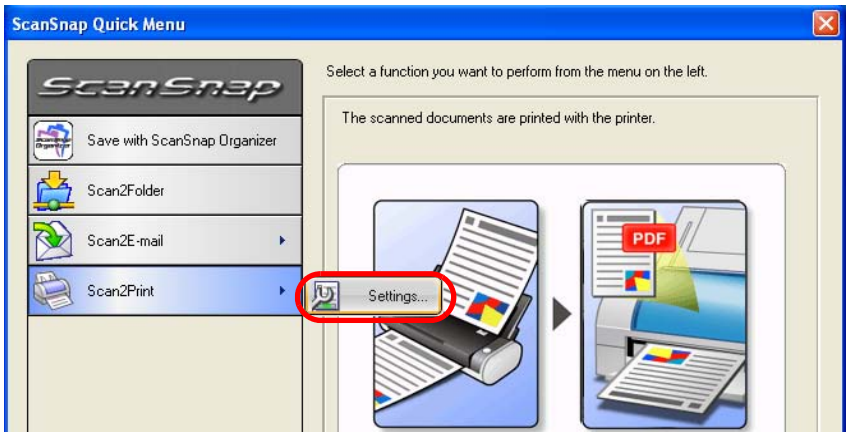
3. Place the mouse cursor on [Scan2Print].

   ⇒ A description of the [Scan2Print] action is displayed.

4. When you want to change settings on the [Scan2Print] action, place the cursor on the (▸) mark, and then click the [Setting] button

.

   (If you do not want to change settings, go to Step 6.)



   ⇒ The following dialog box appears.

   In this dialog box, you can change settings on the [Scan2Print] action as follows:

   [Keep data used for printing as files] checkbox

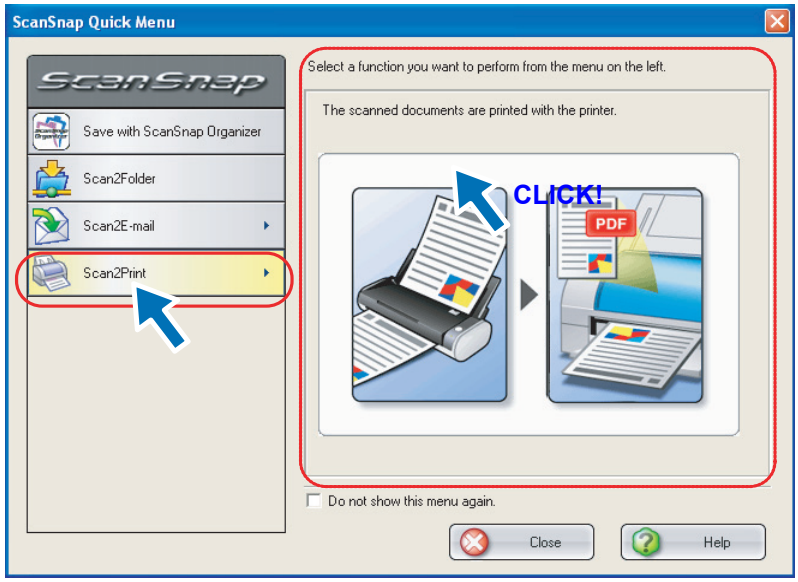
   Printed document images are saved in PDF format.
   PDF files are saved in a folder specified in the [Image saving folder] drop-down list on the "[Save] tab" (page 54) of the [ScanSnap Manager - Scan and Save Settings] dialog box.

   [Show "Print" dialog] checkbox

   Before documents are printed, the print setup dialog box is displayed.

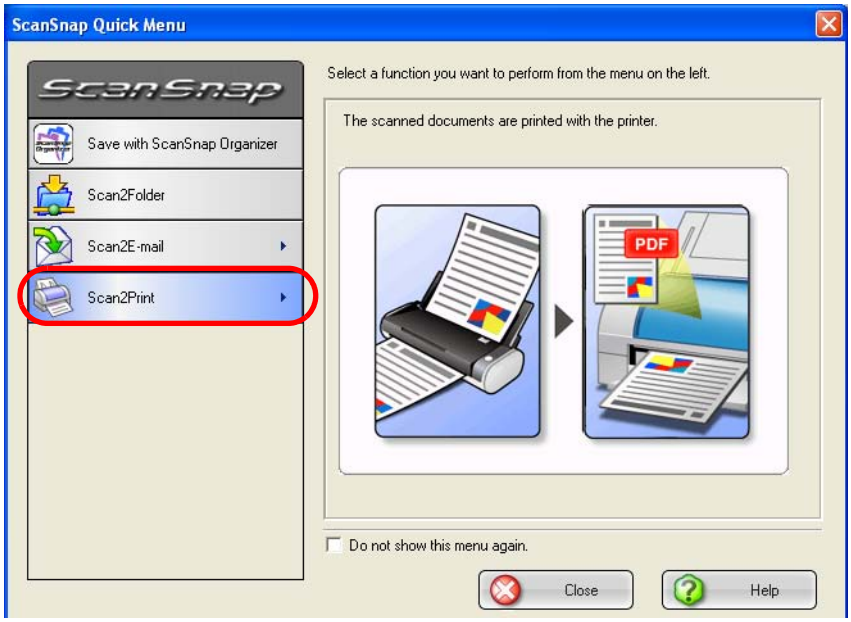
5. Click the [OK] button to close the [Scan2Print - Options] dialog box.

When the [Settings] button of a selected action is clicked, the selected action background color changes to yellow, and other actions become unselectable. To select another action, first close the [Scan2Print - Options] dialog box, and then click on any point in areas other than actions, or place the mouse cursor on the selected action.



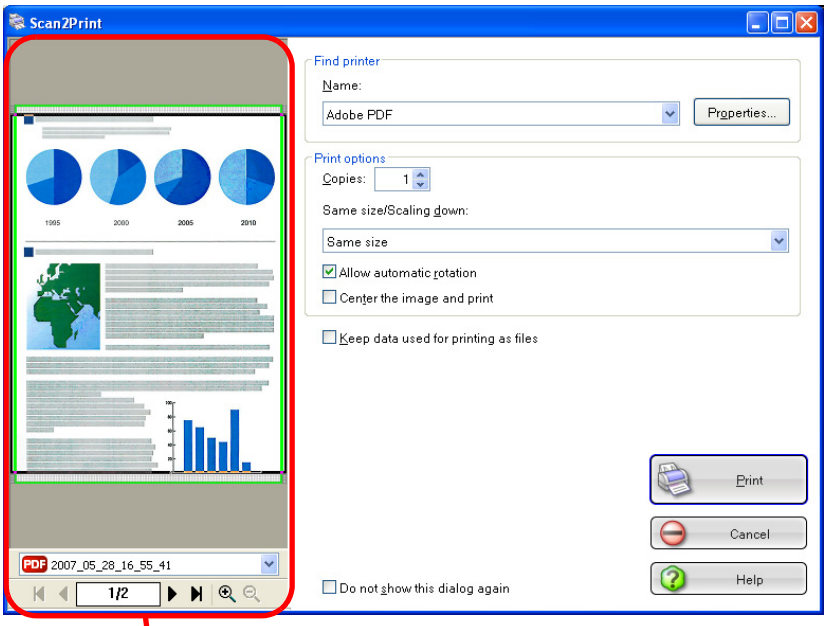
⇒The selected action background color is changed to the original color (blue) and other actions become selectable.

6. Click [Scan2Print] in the Action List.



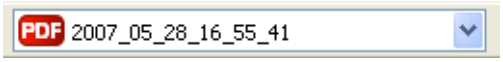
⇒ The [Scan2Print] dialog box appears.
(This dialog box will not appear unless the [Show "Print" dialog] checkbox is marked in step 4, and printing is performed immediately after clicking this action.)

7. Change settings for printing, and then click the [Print] button.



Preview Window

The print preview of the selected file is displayed.
The area outside the printing area is shaded.



:

The currently selected file name is displayed.

: To go to the first page, click this First Page button.

: To go to the previous page, click this Previous Page button.

: To go to the next page, click this Next Page button.

: To go to the last page, click this Last Page button.

1/2 : Current page number / Total page number

: To zoom in, click this button.

: To zoom out, click this button.

Drag the vertical scroll bar or use mouse actions to move around the page so that you can view all the areas of it when the image is enlarged.

Find printer

Select a printer to use.

Name

The currently selected printer is displayed.

To change printers, click the down-arrow button , and then select a printer you want to use in the printer list.

[Properties] button

The print setup dialog box for the currently selected printer is displayed. Note that the settings configured in the [Scan2Print] dialog box are given higher priority over the settings for the currently selected printer.

Print options

You can change settings as follows:

Copies

You can specify the number of copies you want to print.
Select a number between 1 and 99.

Same size/Scaling down

You can select an output size of images; you can fit output images to paper size or print them in original size.

Shrink to paper size:

Images larger than a paper size are scaled down to the paper size so that the whole image can be printed on a sheet of paper. Images smaller than a page size are printed in their actual sizes (same size).

Same size:

Images are printed in their original sizes.

[Allow automatic rotation] checkbox

Images are rotated according to the length-to-width ratio of images so that they can be printed in either portrait orientation or landscape orientation, whichever best fits.

[Center the image and print] checkbox

Images are centered and printed.

[Keep data used for printing as files] checkbox

PDF files are saved in a folder specified in the [Image saving folder] drop-down list on the "[Save] tab" (page 54) of the [ScanSnap Manager - Scan and Save Settings] dialog box.

[Do not show this dialog again] checkbox

You will not see the preview window from the next time.
You can skip step 7.

[Print] button

Clicking this button prints images using settings configured in this dialog box.

[Cancel] button

Clicking this button cancels all changes made in this dialog box and returns you to the previous window (the ScanSnap Quick Menu Mode).

[Help] button

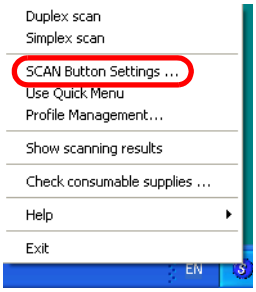
You can view Help topics related to the preview window.

⇒ Printing is performed.

- Once the ScanSnap Quick Menu is displayed, the ScanSnap does not work until the [Scan2Print] dialog box is closed, even if you press the [SCAN] button. Complete the action before scanning another document.
- Do not move, delete, or rename files in other applications after the ScanSnap Quick Menu is displayed and before the [Scan2Print] dialog box is closed.

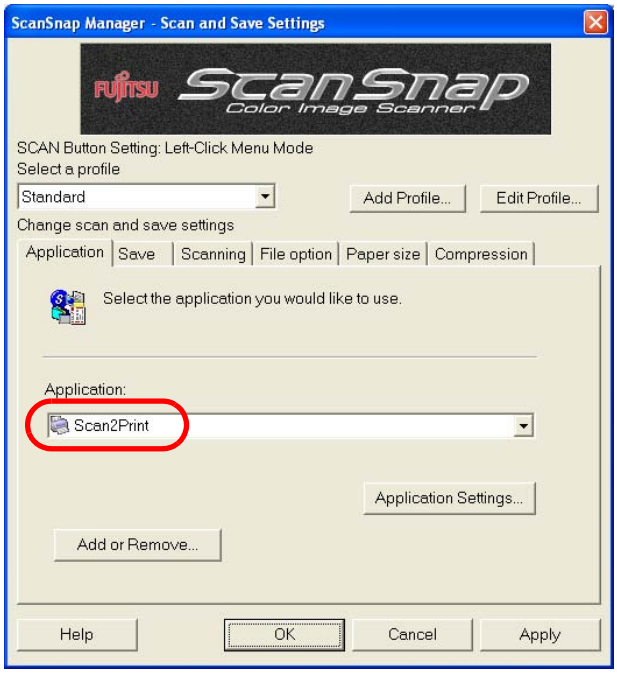
■ Operations in Left-Click Menu Mode

1. Select [SCAN Button Settings] in the Right-Click Menu, which pops up when the ScanSnap Manager icon is right-clicked.



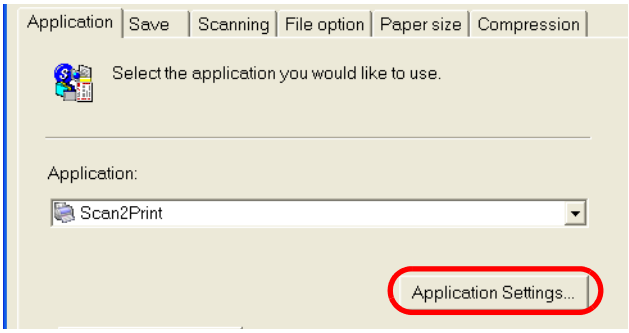
⇒ The [ScanSnap Manager - Scan and Save Settings] dialog box appears.

2. In the [Application] drop-down list on the [Application] tab, select [Scan2Print].

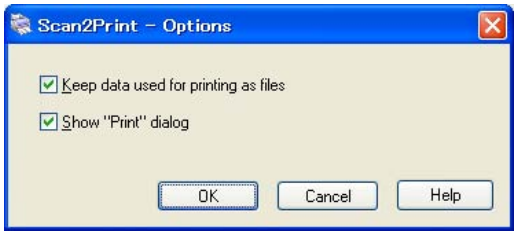


3. When you want to change settings on the [Scan2Print] action, click the [Application Settings] button, and then change settings.

   (When you do not want to change settings, go to Step 5.)



   ⇒ The following dialog box appears.



   In this dialog box, you can change settings on the [Scan2Print] action as follows:

   [Keep data used for printing as files] checkbox

   Printed document images are saved in PDF format.
   PDF files are saved in a folder specified in the [Image saving folder] drop-down list on the "[Save] tab" (page 54) of the [ScanSnap Manager - Scan and Save Settings] dialog box.

   [Show "Print" dialog] checkbox

   A preview window appears before printing images.

4. Click the [OK] button.

   ⇒ The [Scan2Print - Options] dialog box is closed.

5. Click the [OK] button.

   ⇒ The [ScanSnap Manager -Scan and Save Settings] dialog box is closed.

HINT

Changes you have made in the above procedure take effect from the next time you scan documents using the Left-Click Menu.
For details on how to change settings, refer to section "4.3 Saving Scanning Settings" (page 70).

Operation

6. Load the document on the ScanSnap.

For details, refer to sections "3.2 Paper Sizes of Documents to be Scanned" (page 38) and "3.3 Loading Documents" (page 40).

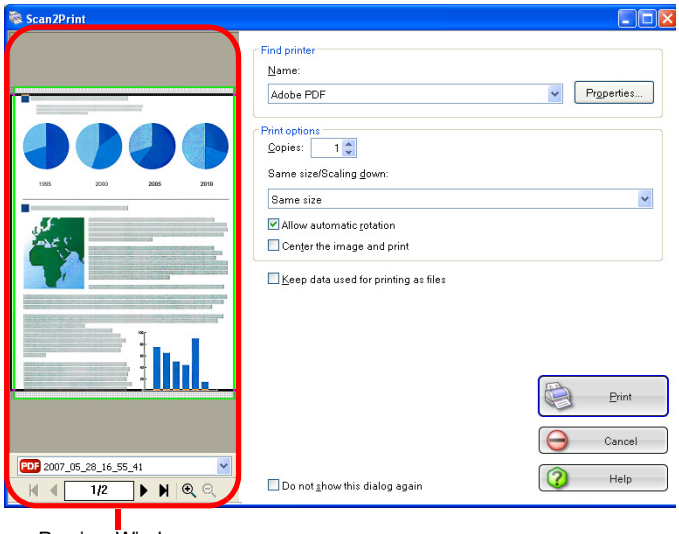
7. Press the [SCAN] button SCAN.

⇒ Scanning is started.

⇒ When scanning is complete, the [Scan2Print] dialog box appears.
(You can change settings not to display the [Scan2Print] dialog box.)

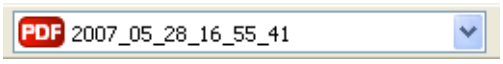
Operation

8. Configure print setup options, and then click the [Print] button.



Preview Window

The print preview of the selected file is displayed.
The area outside the printing area is shaded.



:

The currently selected file name is displayed.

: To go to the first page, click this First Page button.

: To go to the previous page, click this Previous Page button.

: To go to the next page, click this Next Page button.

: To go to the last page, click this Last Page button.

1/2 : Current page number / Total page number

: To zoom in, click this button.

: To zoom out, click this button.

Drag the vertical scroll bar or use mouse actions to move around the page so that you can view all the areas of it when the image is enlarged.

Find printer

Select a printer to use.

Name

The currently selected printer is displayed.

To change printers, click the down-arrow button , and then select a printer you want to use in the printer list.

[Properties] button

The print setup dialog box for the currently selected printer is displayed. Note that the settings configured in the [Scan2Print] dialog box are given higher priority over the settings for the currently selected printer.

Print options

You can change settings as follows:

Copies

You can specify the number of copies you want to print.
Select a number between 1 and 99.

Same size/Scaling down

You can select an output size of images; you can fit output images to paper size or print them in original size.

Shrink to paper size:

Images larger than a paper size are scaled down to the paper size so that the whole image can be printed on a sheet of paper. Images smaller than a page size are printed in their actual sizes (same size).

Same size:

Images are printed in their original sizes.

[Allow automatic rotation] checkbox

Images are rotated according to the length-to-width ratio of images so that they can be printed in either portrait orientation or landscape orientation, whichever best fits.

[Center the image and print] checkbox

Images are centered and printed.

[Keep data used for printing as files] checkbox

Printed document images are saved in PDF format.
PDF files are saved in a folder specified under the [Image saving folder] field on the "[Save] tab" (page 54) of the [ScanSnap Manager - Scan and Save Settings] dialog box.

[Do not show this dialog again] checkbox

This dialog box does not appear again. Step 8 will be skipped.

[Print] button

Clicking this button prints images using settings configured in this dialog box.

[Cancel] button

Clicking this button cancels printing.

[Help] button

You can view Help topics related to the [Print] dialog box.

⇒ Printing is performed.

- While the [Scan2Print] dialog box is open, the ScanSnap does not work even if you press the [SCAN] button. Close the [Scan2Print] dialog box before scanning another document.
- Do not move, delete, or rename files when the [Scan2Print] dialog box is displayed.

Chapter 6

Using the ScanSnap in Various Ways

This chapter describes a variety of ways you can use the ScanSnap.

6

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6.3 Using ScanSnap Organizer 162

6.1 Using ScanSnap Manager

In order for you to use the ScanSnap immediately after opening the package, factory default settings are optimized.

All you need to do is press the [SCAN] button

to scan documents.
You can also configure the settings as necessary.
This section describes how to scan documents using various settings and how to process scanned images.

Default Settings of ScanSnap Manager <Quick Menu Mode>

Scan and Save Settings		Default
Application		To be specified after scanning
Image saving folder		[My Pictures] folder under [My Documents] ([Pictures] folder in Windows Vista)
File name format		Date and time (Use operating system setting)
Rename file after scanning		Not available
Image quality		Normal (Fastest)
Color mode		Auto Color Detection (automatically determines whether the document is [color] or [black and white])
Scanning side		Duplex Scan
Continue scanning after current scan is finished		Disabled
Scanning Option		
	Brightness	Normal
	Setting for text only document (in Color mode only)	Disabled
	Allow automatic blank page removal	Enabled
	Correct skewed character strings automatically	Disabled
	Allow automatic image rotation	Enabled
	Set the documents with its face up	Depends on the setting at installation
File format		PDF (*.pdf) only
Searchable PDF (via OCRs)		Disabled
File format Option		
	PDF File Option	Multipage PDF (whole batch in one PDF)
	Set a password for PDF file	Not available
	Use a fixed password	Not available
Paper size		Automatic detection
Scan mixed paper size		Disabled
Compression		
	Compression rate	3

Default Settings of ScanSnap Manager <Left-Click Menu Mode>

Scan and Save Settings	Default
Application	ScanSnap Organizer
Image saving folder	[My ScanSnap] folder under [My Documents] ([ScanSnap] folder under [Documents] in Windows Vista)
File name format	Date and time (Use operating system setting)
Rename file after scanning	Disabled
Image quality	Normal (Fastest)
Color mode	Auto Color Detection (automatically determines whether the document is [color] or [black and white])
Scanning side	Duplex Scan
Continue scanning after current scan is finished	Disabled
Scanning Option	
Brightness	Normal
Setting for text only document (in Color mode only)	Disabled
Allow automatic blank page removal	Enabled
Correct skewed character strings automatically	Disabled
Allow automatic image rotation	Enabled
Set the documents with its face up	Depends on the setting at installation
File format	PDF (*.pdf)
Searchable PDF (via OCRs)	Disabled
File format Option	
PDF File Option	Multipage PDF (whole batch in one PDF)
Set a password for PDF file	Disabled
Use a fixed password	Disabled
Paper size	Automatic detection
Scan mixed paper size	Disabled
Compression	
Compression rate	3

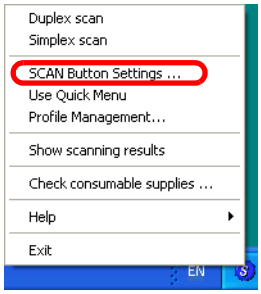
- The settings above can be changed in the "ScanSnap Manager Scan and Save Settings" dialog box. For details, refer to the "4.2 Changing Scanning Settings" (page 47). For the settings available in Quick Menu mode and in Left-Click Menu mode, refer to "Appendix C Quick Menu Mode / Left-Click Menu Mode" (page 205)
- If ScanSnap Organizer is deselected at custom installation of the supplied programs, the default setting for Application will be "Scan to File."

■ Scanning only one side of a document

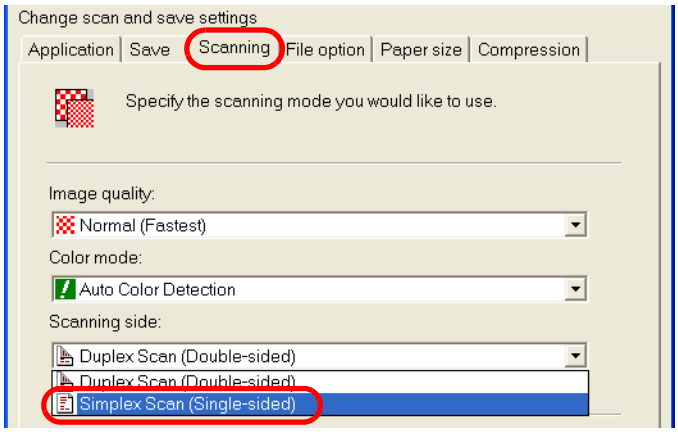
By default, pressing the [SCAN] button

on the ScanSnap starts scanning in Duplex mode. When you wish to use [Simplex scan], change the settings by following the procedure below.

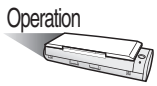
1. Right-click the ScanSnap Manager icon on the taskbar, and then select [SCAN Button Settings] from the menu.



2. Click the [Scanning] tab and select [Simplex scan] from the [Scanning side:] drop-down menu.



3. Click the [OK] button to save changes and close the window.



4. Load the document onto the ScanSnap.

5. Press the [SCAN] button .

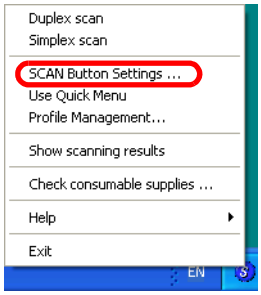
   ⇒ The document is scanned in the Simplex mode.

To return the setting to the Duplex mode, select [Duplex scan] in Step 2. The selected setting is applied to further scans unless it is changed again.

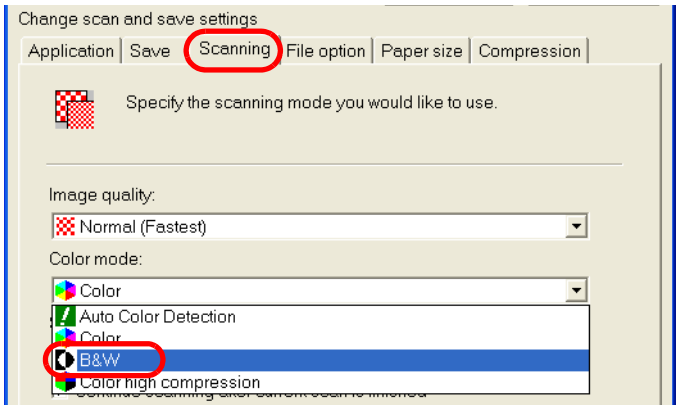
■ Scanning color documents in black and white

By default, the ScanSnap automatically recognizes whether scanned documents are color or monochrome. Color documents are scanned in color mode and monochrome documents are scanned in black-and-white mode.
If you wish to scan color documents in the black-and-white mode, change the settings by following the procedure below.

1. Right-click the ScanSnap Manager icon on the taskbar, and then select the [SCAN Button Settings] from the menu.



2. Select the [Scanning] tab, and then select [B&W] in the [Color mode] drop-down list.
   To scan color documents in color, select [Color].



3. Click the [OK] button to close the dialog box.

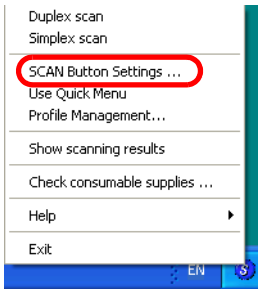
4. Load the document onto the ScanSnap.

5. Press the [SCAN] button .
   ⇒ Scanned images will be output in black and white.

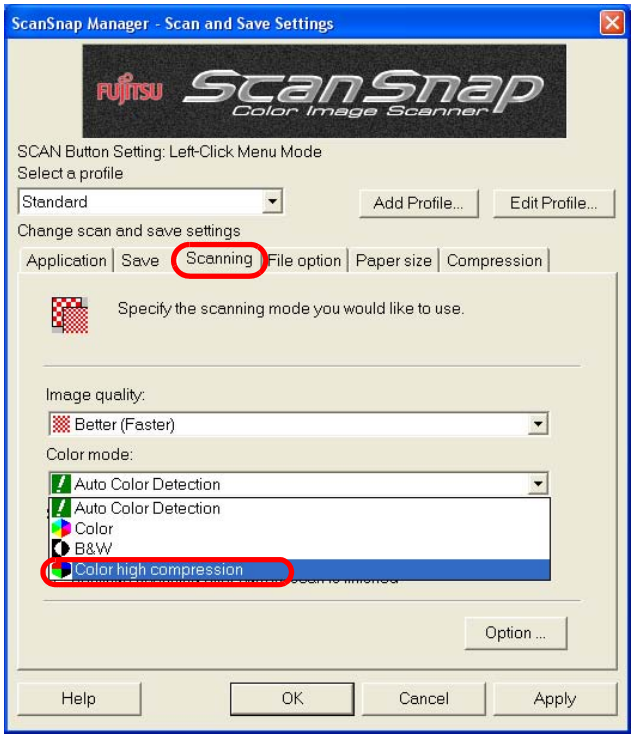
■ Scanning color documents in high compression mode

With the ScanSnap, you can scan and save color documents in [Color high compression] mode so that the file size of data can be reduced.
If you scan an enormous quantity of documents in the [Color high compression] mode, for example, you can store colored documents as a space-saving PDF file.
In addition, you can increase the compression rate further by dragging the slider to the right on the [Compression] tab.
To scan color documents in high compression mode, perform the following steps to change the setting. This setting can be changed only in the Left-Click Menu Mode.

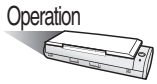
1. Right-click the ScanSnap Manager icon on the taskbar, and then select [SCAN Button Settings] from the menu.



2. Select the [Scanning] tab, and then select [Color high compression] in the [Color mode] drop-down list.



3. Click the [OK] button to close the dialog box.



4. Load the document onto the ScanSnap.

5. Press the [SCAN] button

.

⇒ Scanned documents will be output as highly compressed color images.

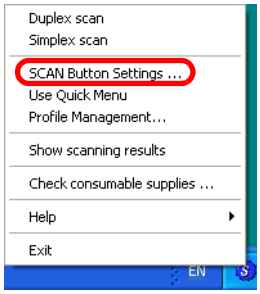
In [Color high compression] mode, characters and background on the document are compressed separately, and thus, the file size of the document that mostly contains text characters becomes smaller while the quality of the characters is kept high. However, this mode is not appropriate for scanning photographs or figures because these graphical materials are recognized as background and compressed as such, causing degradation in images. If this setting is specified, the contrast of the image may become higher.

■ Skipping blank pages

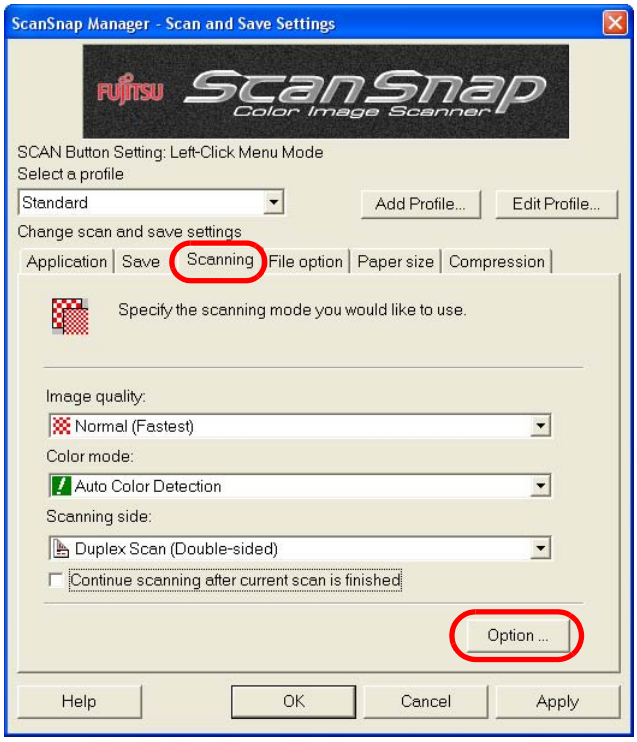
The ScanSnap is able to recognize blank pages and remove them from the output data. When scanning documents in Duplex mode, both sides of the documents are scanned regardless if their backsides are printed or not. Though the empty back sides are scanned, they are recognized as [blank] and automatically removed, so they will not appear on the output data.
To change the setting, follow the procedure below.

Operation

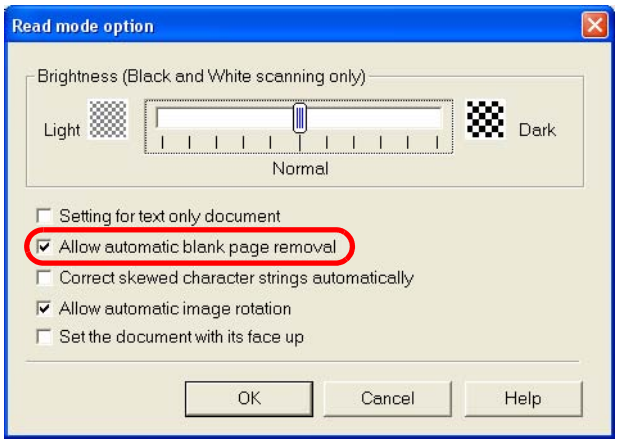
1. Right-click the ScanSnap Manager icon on the taskbar, and then select [SCAN Button Settings] from the menu.



2. Select the [Scanning] tab and click the [Option] button.



3. Select the [Allow automatic blank page removal] checkbox.



4. Click the [OK] button to close the window.
   ⇒ The setting is enabled from next scanning.

ATTENTION

The following types of documents may be accidentally recognized as blank pages:

- Almost blank documents containing only a few characters
- Documents of only one color (including black) and without any patterns, lines, or characters

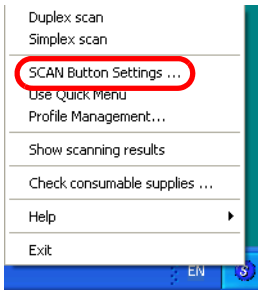
*When you scan such documents, clear the checkbox.

■ Correcting skewed documents

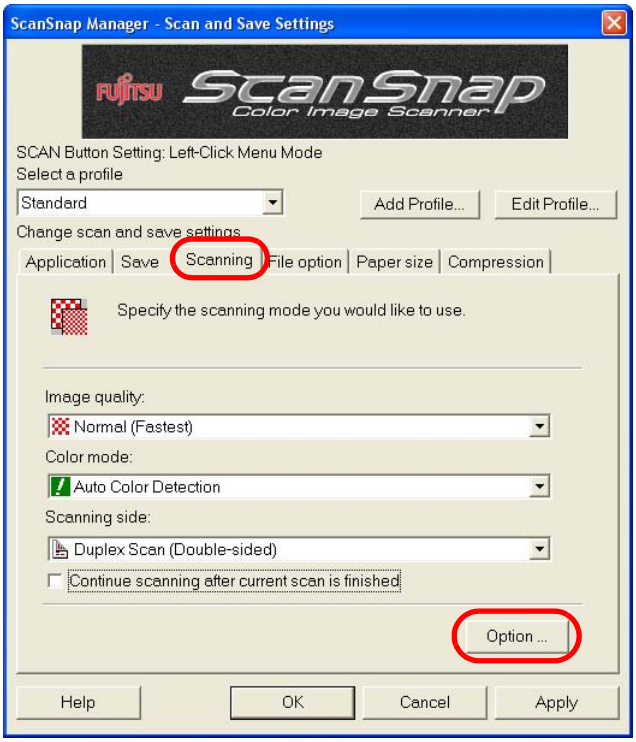
The ScanSnap is able to automatically correct document skew. To change the setting, follow the procedure below.

Operation

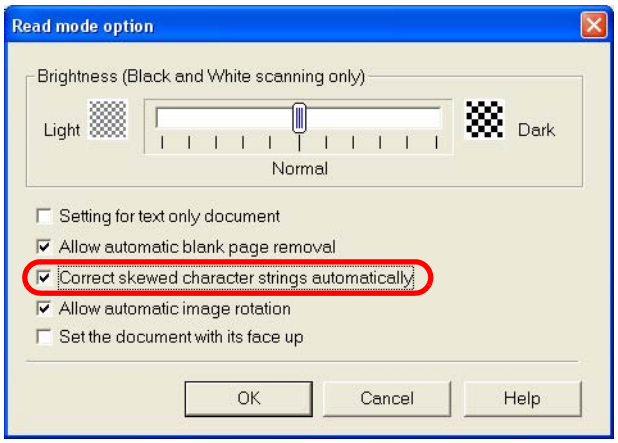
1. Right-click the ScanSnap Manager icon on the taskbar, and then select [SCAN Button Settings] from the menu.



2. Select the [Scanning] tab and click the [Option] button.



3. Select the [Correct skewed character strings automatically] checkbox.



4. Click the [OK] button to close the window.
   ⇒ The setting is enabled from next scanning.

ATTENTION

Up to +/-5 degrees of skews can be corrected.
This function determines a document skew based on the characters printed on the document, so it may not work properly for the following document:

- Documents on which the pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents with many outline characters or using font styles like this
- Documents with many photographs or figures and only a few characters
- Documents with a background pattern behind characters
- Documents on which characters are printed in various directions (e.g. drawings)
- Documents with long diagonal lines
- Documents with handwritten characters

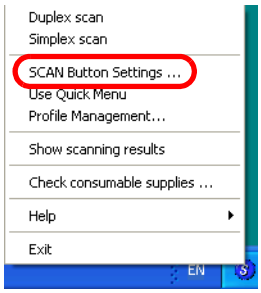
*When you scan such documents, clear the checkbox.

■ Correcting the orientation of scanned images

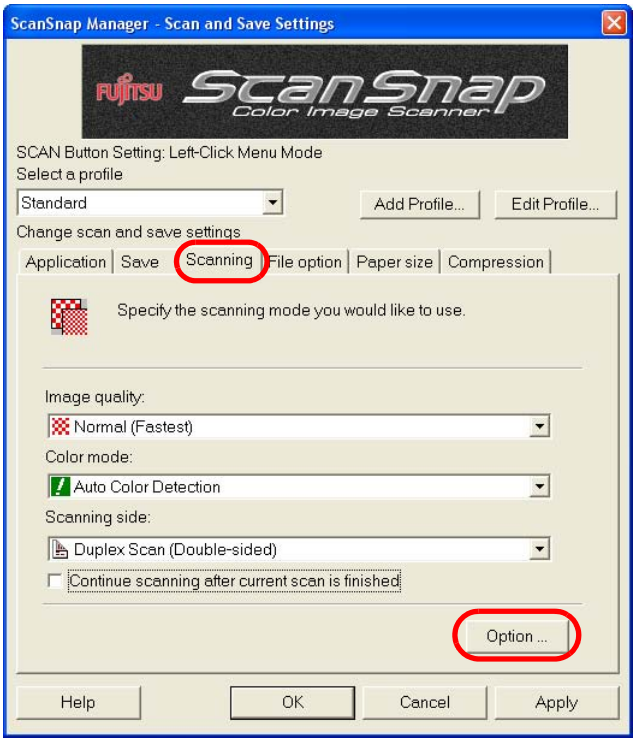
When there are different types of page orientation in a batch, the ScanSnap is able to automatically correct the orientation of the scanned images for the batch. For example, it is often seen that a batch has portrait pages for text contents and landscape pages for tables. For the case of double-sided documents in calendar style, their rear sides are printed upside down.
To change the setting, follow the procedure below.

Operation

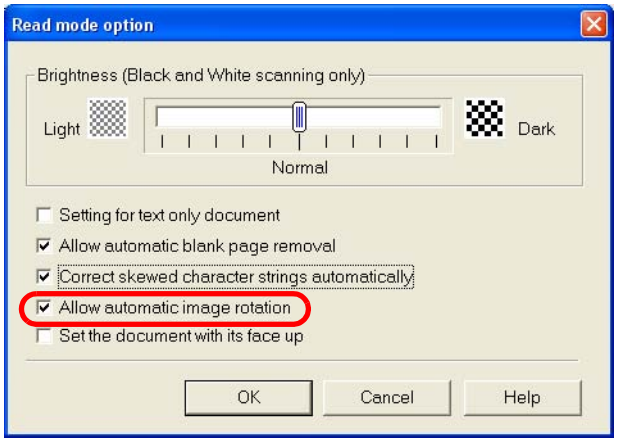
1. Right-click the ScanSnap Manager icon on the taskbar, and then select [SCAN Button Settings] from the menu.



2. Select the [Scanning] tab and click the [Option] button.



3. Select the [Allow automatic image rotation] checkbox.



4. Click the [OK] button to close the window.
   ⇒ The setting is enabled from next scanning.

ATTENTION

This function determines a document orientation based on the characters printed on the document. So it may not work properly for the following kinds of documents:

- Documents with many extremely large/small characters
- Documents on which the pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents with many characters that contact underlines or ruled lines
- Documents with many photographs or figures and only a few characters
- Documents with a background pattern behind characters
- Documents on which characters are printed in various directions (e.g. drawings)
- Documents with only capital letters
- Documents with handwritten characters

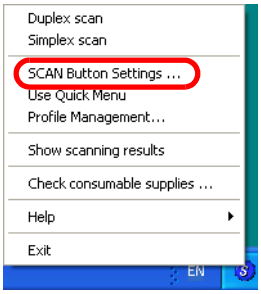
*When you scan such documents, clear the checkbox.

■ Scanning documents of differing widths or sizes at the same time

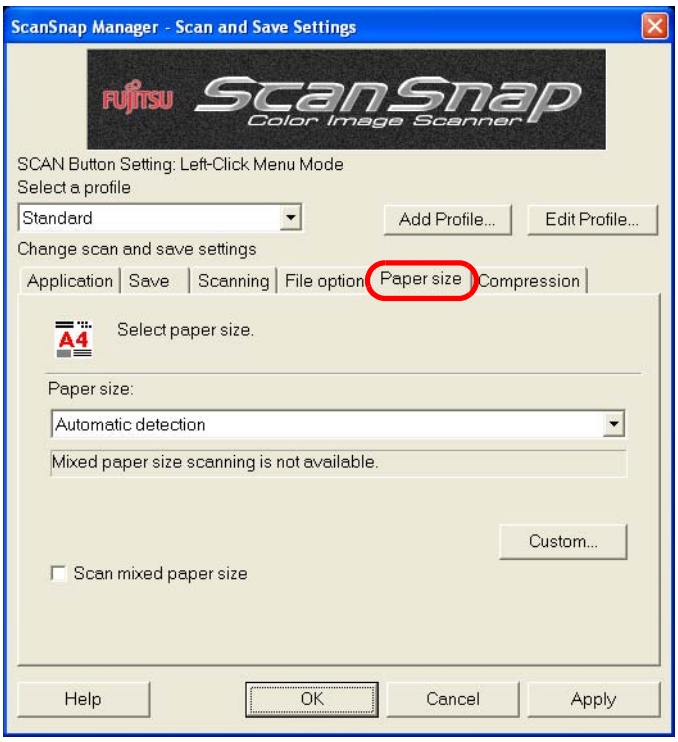
By marking the [Scan mixed paper size] checkbox, you can scan documents of different widths or sizes in one batch.
To scan documents of various sizes, follow the procedure below.

Operation

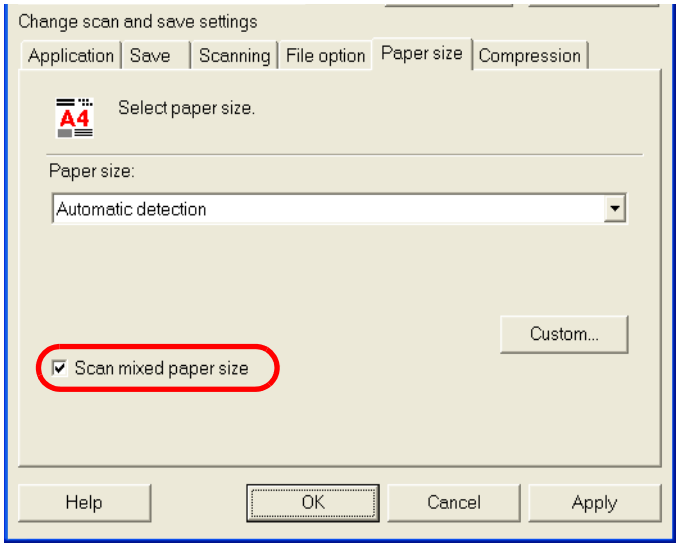
1. Right-click the ScanSnap Manager icon on the taskbar, and then select [SCAN Button Settings] from the menu.



2. Select the [Paper size] tab.



3. Mark the [Scan mixed paper size] checkbox.



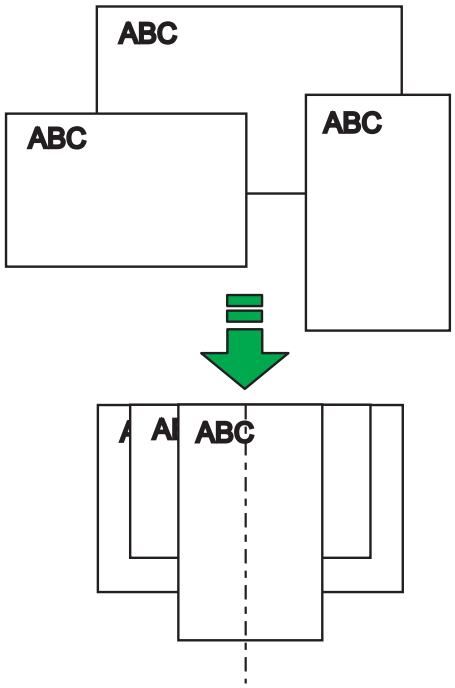
4. Click the [OK] button to close all the windows opened.

ATTENTION

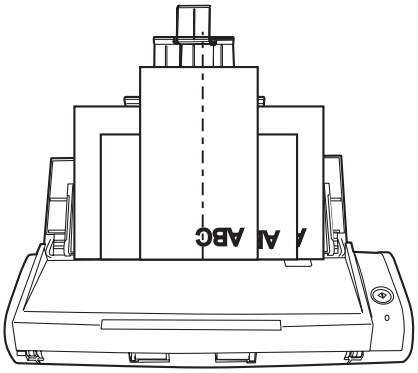
This function is available only when [Automatic detection] is selected from the [Paper size] drop-down menu.

Operation

5. Align the edge of all documents.

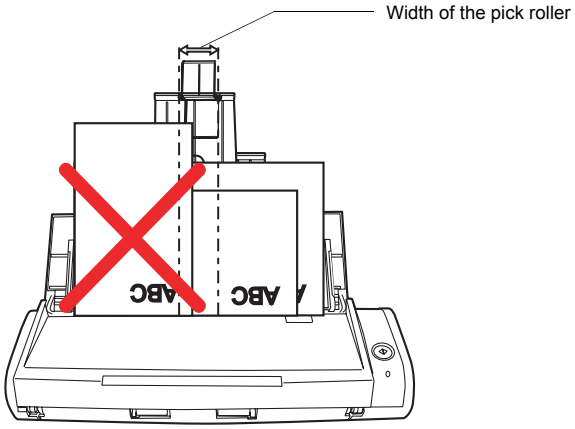


6. Load the document onto the paper chute.



ATTENTION

- Place all documents in the center under the pick roller.
  (Documents that are not under the pick roller cannot be fed.)

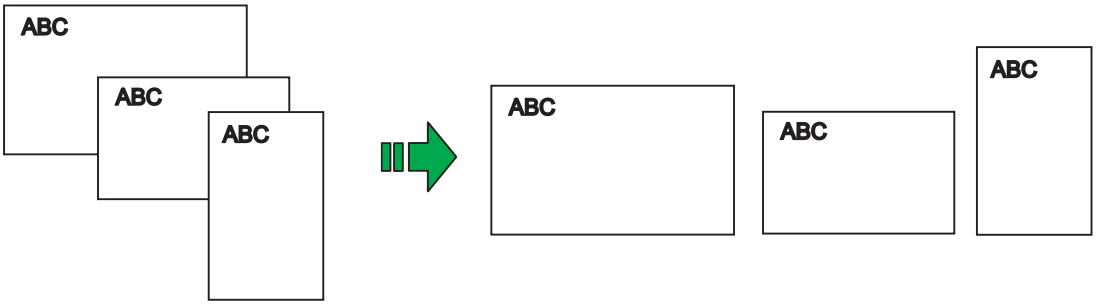


- Adjust the side guides to the widest document.
- For smaller documents which cannot contact the side guide, load a few sheets of documents at a time. Carefully load them straight into the ADF. If the documents are skewed during a scan, the quality of scanned images may be degraded (chipped images/slant lines produced) or scanned images may be output in different size from the original.
  If you have difficulties in feeding documents straight, it is recommended to scan documents in several batches and enable continuous scanning; scan documents of about the same width in one batch.
  Note that smaller documents that cannot be guided by the side guide may cause a jam.

7. Press the [SCAN] button

.

⇒ The size of all output images conforms to the respective documents.



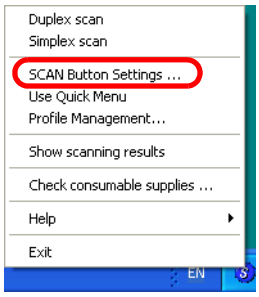
If the document was scanned as skewed, the output image size may be different from the document's size.

■ Saving scanned images in multiple files

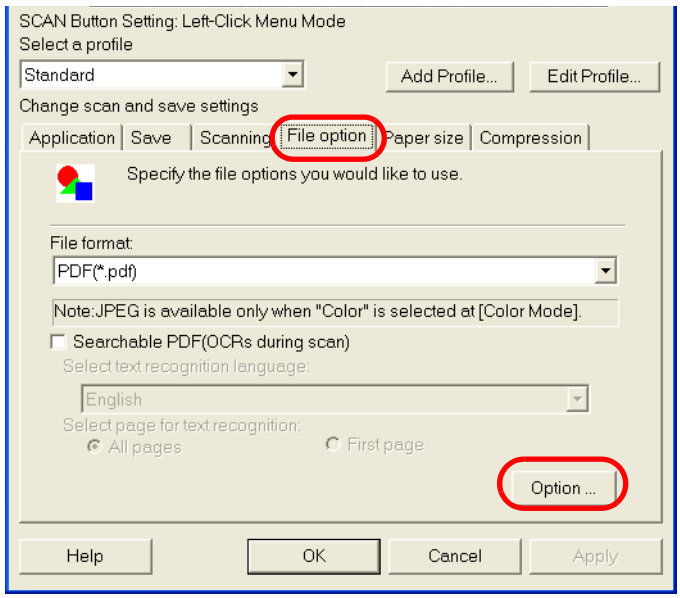
The ScanSnap can save scanned images in multiple files based on the selected number of pages. For example, you can scan a batch of documents and create files for every single page.
To change the setting, follow the procedure below.

Operation

1. Right-click the ScanSnap Manager icon on the taskbar, and then select [SCAN Button Settings] from the menu.



2. Select the [File option] tab, and then click the [Option] button.

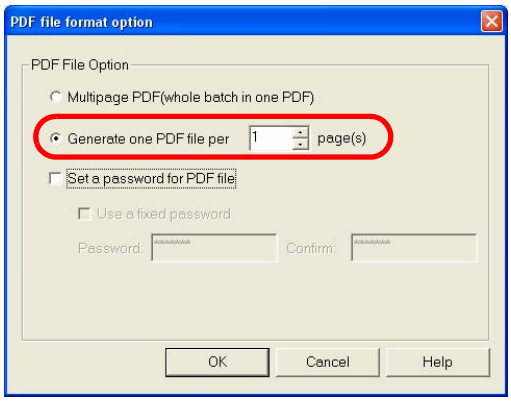


ATTENTION

Make sure that "PDF(*.pdf)" is selected in the [File format] drop-down list.

3. In the [PDF file format option] window, select [Generate one PDF file per x page(s)] and enter a number.

   One PDF file is created every time when the specified number of pages have been scanned.



HINT

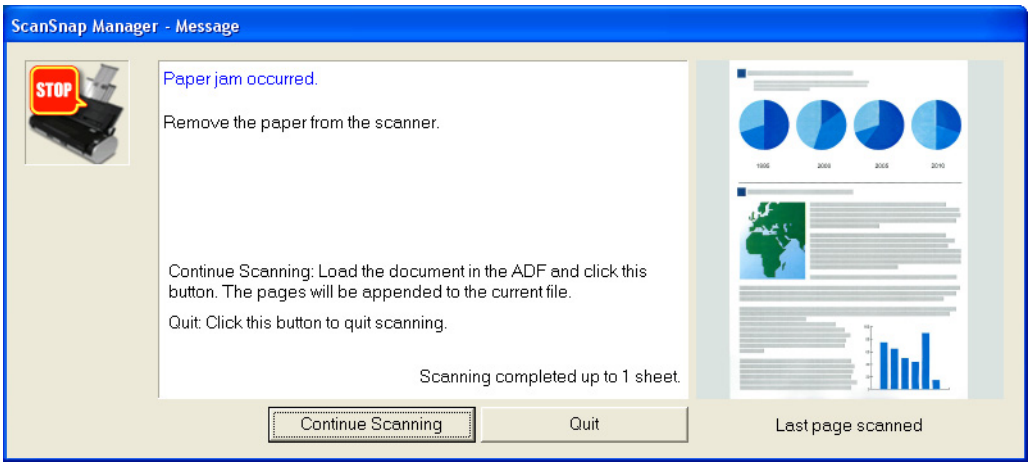
In Duplex mode, two pages (front/back) are created per document sheet. It is recommended that you clear [Allow automatic blank page removal]; select the [Scanning] tab ⇨ [Option] button to open the window. If this function is enabled, there may be a discrepancy between the page numbers of the original document and the resulting document in which blank pages may be deleted.

4. Click the [OK] button to close the window.

   ⇒ The setting is enabled from next scanning.

■ Merging scanned images divided by scan errors back into one PDF file

When you are scanning documents and saving them in PDF format, the following window appears if the scanning is interrupted by a paper jam or error.


ScanSnap Manager - Message
STOP
Paper jam occurred.
Remove the paper from the scanner.
Continue Scanning: Load the document in the ADF and click this button. The pages will be appended to the current file.
Quit: Click this button to quit scanning.
Scanning completed up to 1 sheet.
Continue Scanning
Quit
Last page scanned

You can resume or abort the scanning by the following procedure.

<To resume scanning>

Operation

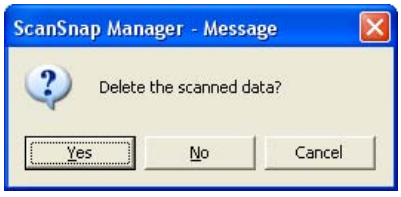
1. Check the last scanned page in the [Message] window.
2. Load the not-yet scanned pages on ADF.
3. Click the [Continue Scanning] button to restart the scanning.

<To quit scanning>

Operation

1. Click the [Quit] button.

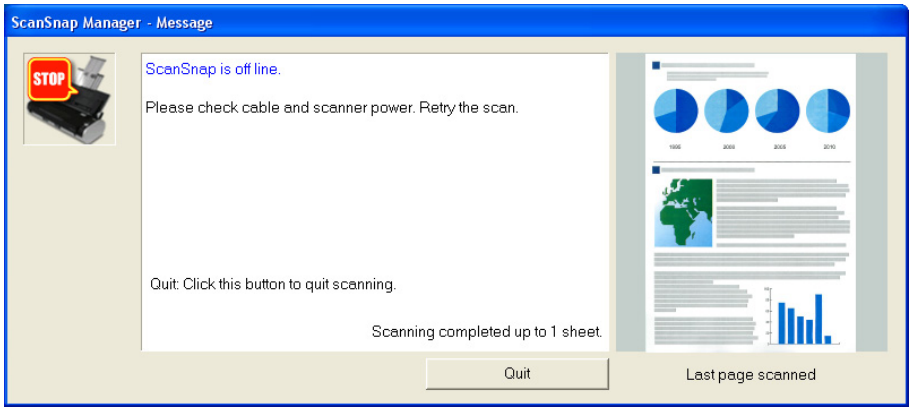
   ⇒ The following window appears.



2. Click the [Yes] button to delete the data that has been scanned up to the interruption, or click the [No] button to save the data that has been scanned up to the interruption.
*Click the [Cancel] button not to quit but to return to the previous window.

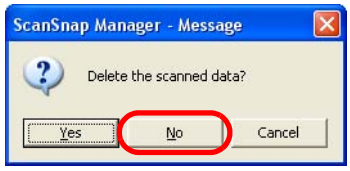
ATTENTION

The [Continue Scanning] button may not be displayed on the window and an error message like the example below may appear. In this case, it is not possible to resume scanning. You will use Adobe Acrobat if you want to merge two divided image files; this operation is only available for files of PDF format.

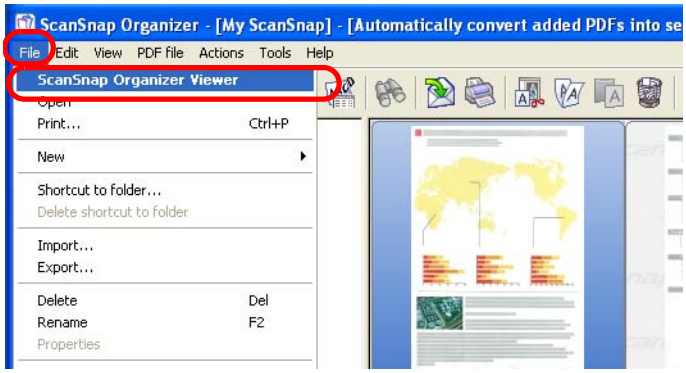

ScanSnap Manager - Message
STOP
ScanSnap is off line.
Please check cable and scanner power. Retry the scan.
Quit: Click this button to quit scanning.
Scanning completed up to 1 sheet.
Quit
Last page scanned

The following shows the procedures for this operation:

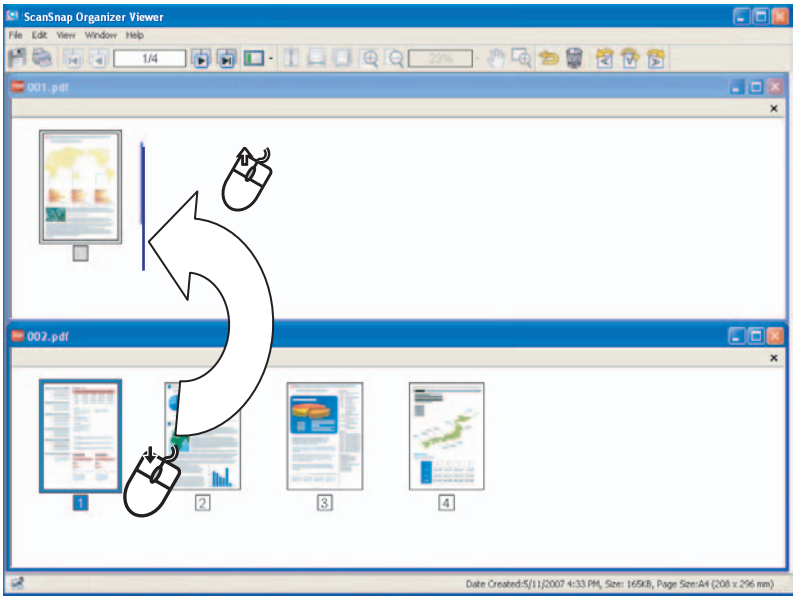
1. Confirm the last page scanned on the [Message] window.
2. Click the [Quit] button, then the following window appears.



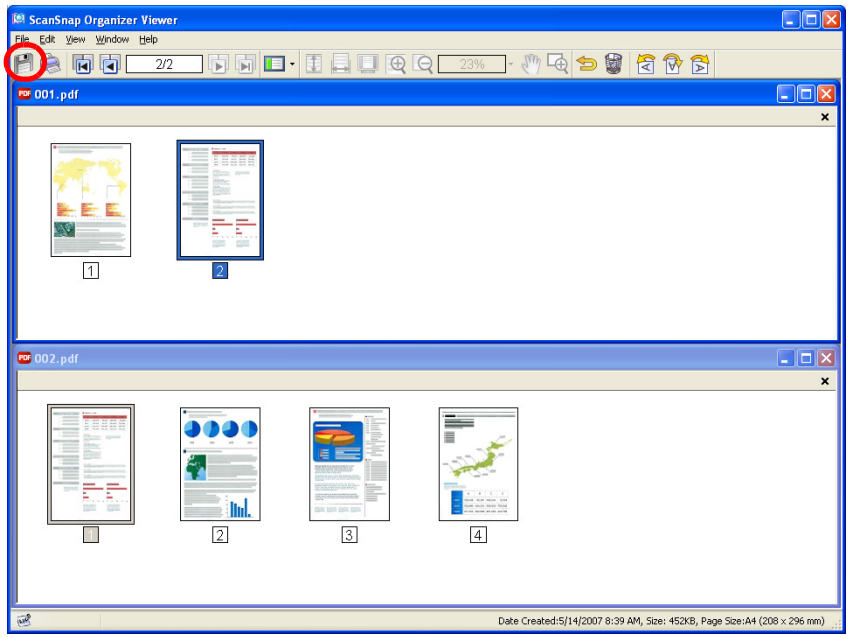
3. Click the [No] button to save the image (PDF file) scanned before the interruption (this file is called "File 001").
4. Scan the remaining documents (this part is called "File 002").
5. From the [Start] menu, select [All Programs]⇨[ScanSnap Organizer]⇨[ScanSnap Organizer] to start ScanSnap Organizer.
6. Select [ScanSnap Organizer Viewer] from the [File] menu to open "File 001" and "File 002" one by one.



7. The ScanSnap Organizer Viewer window appears.
   ⇒ Drag the desired page of "File 002" onto the point of "File 001" to which you want to insert.



8. The page(s) of "File 002" are inserted. Click the [Save] button to save the file.

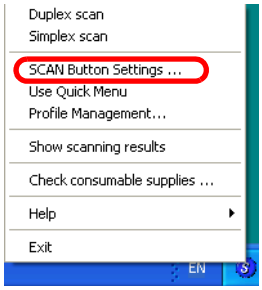


■ Setting Passwords for Scanned Documents

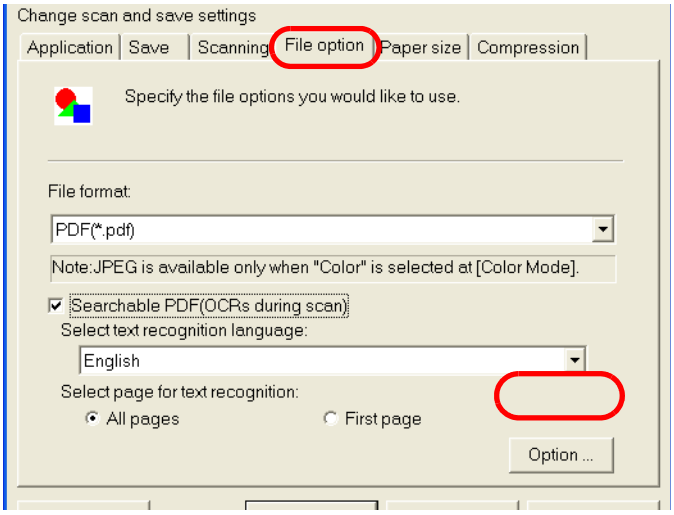
When saving document images scanned with the ScanSnap as PDF files, you can set passwords for the PDF files.
The password-protected PDF files cannot be opened unless a Document Open password is entered.
If you set a password for sensitive documents or confidential documents, adequate security of information can be provided.
Passwords can be set only in Left-Click Menu Mode.

Operation

1. Right-click the ScanSnap icon , and then select [SCAN Button Settings] in the pop-up menu.



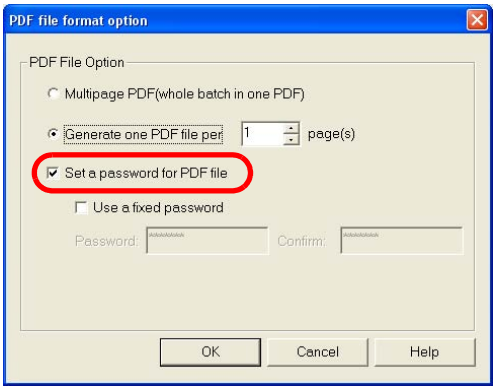
2. On the [File Option] tab, click the [Option] button.



ATTENTION

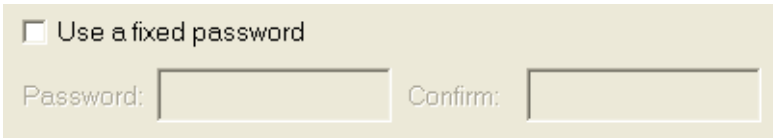
Check that "PDF (*.pdf)" is selected in the [File Format] drop-down list.

3. Mark the [Set a password for PDF file] checkbox in the [PDF File Option] dialog box.



<To set a different password per scan>

Clear the [Use a fixed password] checkbox.



⇒ You can set a different password per scan.

<To use a preset password>

1) Mark the [Use a fixed password] checkbox.

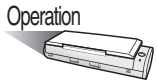
⇒ The same password is used for all PDF files.
You do not have to type in a password every time a document is scanned.

2) Type in the same password in the [Password] and [Confirm] fields.

HINT

The following characters can be used to set passwords:
Number of characters: Up to 16 characters
Characters: A-Z, a-z, 0-9
Symbols: ! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~

4. Click the [OK] button to close all dialog boxes.



5. Load a document onto the ScanSnap.

6. Press the [SCAN] button

.

⇒ Scanning is started.

⇒ If the [Use a fixed password] is not marked in step 3, the following dialog box appears.

In the [Password] and [Confirm] fields, type in the same password, and then click the [OK] button.

- The following characters can be used to set passwords:
  Number of characters: Up to 16 characters
  Characters: A-Z, a-z, 0-9
  Symbols: ! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~
- If you click the [Cancel] button, the PDF file is saved without a password.

⇒ The scanned document is saved as a password-protected PDF file.

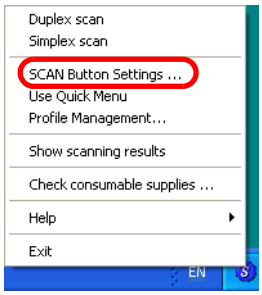
If you forget a password, there is no way to open the PDF file. It is a good idea to store passwords in another secure location in case you forget them.

■ Performing text recognition when scanning documents

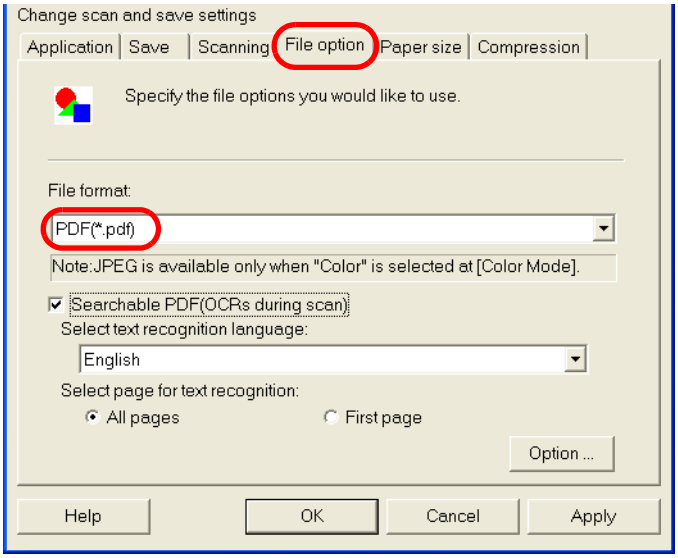
Documents can be text-recognized while being scanned. If text-recognized, PDF files are searchable.

Operation

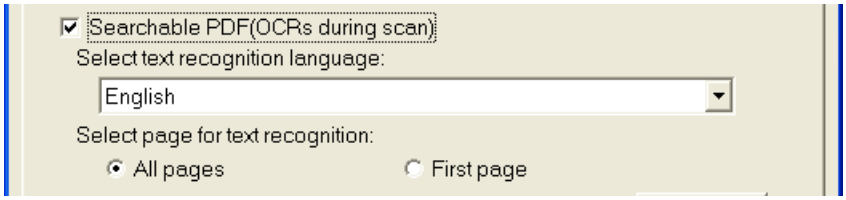
1. Right-click the ScanSnap icon , and then select [SCAN Button Settings] in the pop-up menu.



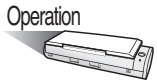
2. On the [File Option] tab, select [PDF (*.PDF)] from the [File format] drop-down list.



3. Mark the [Searchable PDF (OCRs during scan)] checkbox.
   To perform text recognition for all pages, select [All pages]; for the first page, select [First page] on the tab.



4. Click the [OK] button to close all dialog boxes.



5. Load the document onto the ScanSnap.

6. Press the [SCAN] button

.

⇒ Scanning is started.

The document is text-recognized, and a searchable PDF file is created from the scanned document and saved in a folder.

- It may take an extended period of processing depending on your personal computer's performance.
- The ScanSnap may fail to correctly recognize the following types of documents (characters) as text. However, by changing Color mode and/or improving Image quality for scanning, such documents may be successfully text-recognized.
  - Handwritten documents
  - Documents scanned in low quality, including smaller characters
  - Skewed documents
  - Documents written in languages other than the specified language for text recognition
  - Documents including texts written in Italic characters
  - Superscript/subscript letters and complex mathematical formulas
  - Characters are written against an unevenly-colored or patterned background
    - Characters to which effects (Shadow, Outline, and the like) are applied
    - Shaded characters
  - Documents of complex layout as well as documents including unreadable characters (due to print-through and smudges)

  (It may take an extended period of time to scan documents described above.)

6.2 Scanning Business Cards

CardMinder, which is an application software for managing business card images, comes with the ScanSnap.
By using CardMinder, you can convert business cards into image files, and create a database of business cards by recognizing their text images via OCR (Optical Character Recognition).

The following describes how to start CardMinder and scan business cards with the ScanSnap.

- For further details, refer to the "CardMinder User's Guide." If CardMinder is already installed on your computer, you can view the User's Guide by selecting [Start] ⇨ [All Programs] ⇨ [CardMinder V3.2] ⇨ [Manual]. (You can also view the User's Guide from the initial screen of the "Setup CD-ROM" supplied with the ScanSnap.)
- In Left-Click Menu Mode: When CardMinder is started and becomes active, CardMinder is automatically selected in the [Application] drop-down list on the [Application] tab. When CardMinder is closed, the application selected in the [Application] drop-down list returns to the previously selected one.
- In Quick Menu Mode: When CardMinder is started and becomes active, the ScanSnap Quick Menu is not displayed and the ScanSnap interacts with CardMinder every time a document is scanned. If you want to use other applications or perform other actions, exit CardMinder first.

■ Starting CardMinder

The following describes how to create scanned images of business cards on ScanSnap.

In this example, the [SCAN] button

on the ScanSnap is used to scan business cards.

Business cards can also be scanned by starting up CardMinder and clicking the [Scan] button at the upper left of the window.
For details, refer to the "CardMinder User's Guide."

<Preparations>

Preparations are different depending on which mode (Quick Menu Mode or Left-Click Menu Mode) the ScanSnap is in.
In Quick Menu Mode, start CardMinder and scan documents using the Automatic Interaction function.
In Left-Click Menu Mode, start CardMinder and scan documents using the Automatic Interaction function or after selecting [CardMinder] in the [Application] drop-down list.

Scanning through Automatic Interaction

1. From the [Start] menu, select [All Programs] ⇨ [CardMinder V3.2] ⇨ [CardMinder V3.2].

   ⇒ CardMinder starts up.

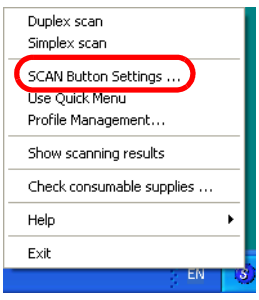
2. Select [CardMinder] from the [Application] drop-down list on the [Application] tab to make it active.

   ⇒ The ScanSnap automatically interacts with CardMinder.

When another application is selected (becomes active), the ScanSnap no longer interacts with CardMinder.
Depending on the setting you select, the application interacts with the ScanSnap differently. For details, refer to "4.5 About Automatic Interaction with Applications" (page 84).

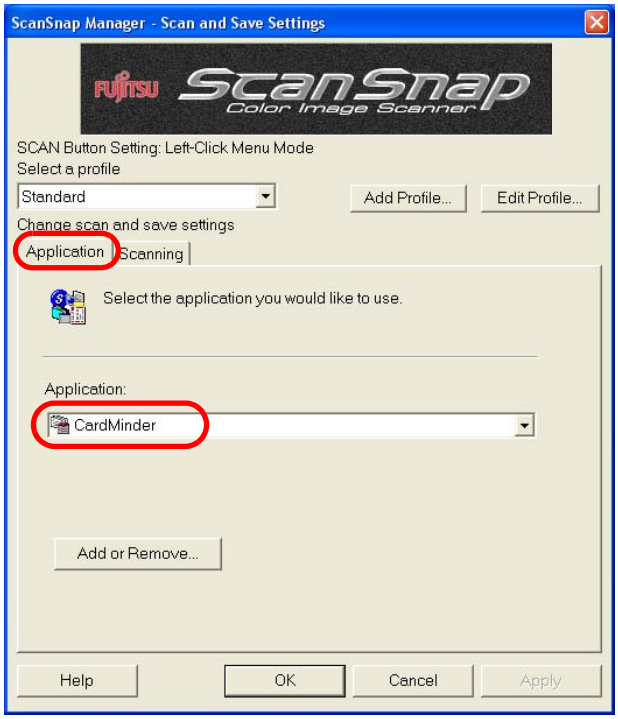
Selecting another application

1. Right-click the ScanSnap Manager icon on the taskbar, and select [SCAN Button Settings] from the menu that is displayed.



   ⇒ The [ScanSnap Manager - Scan and Save Settings] dialog box is displayed.

2. Select [CardMinder] from the [Application] drop-down list on the [Application] tab.



⇒ Two tabs, the [Application] and [Scanning] tabs, will be displayed.

HINT

[Image quality] and [Color mode] can be changed on the [Scanning] tab. (Refer to "[Scanning] tab" on page 57.)
The defaults are [Best] and [Color] for the scan mode. (In this section, business cards are scanned using these default settings.)
When CardMinder is selected from the [Application:] drop-down list, the option [Excellent] in the [Image quality] field on the [Scanning] tab is not available.

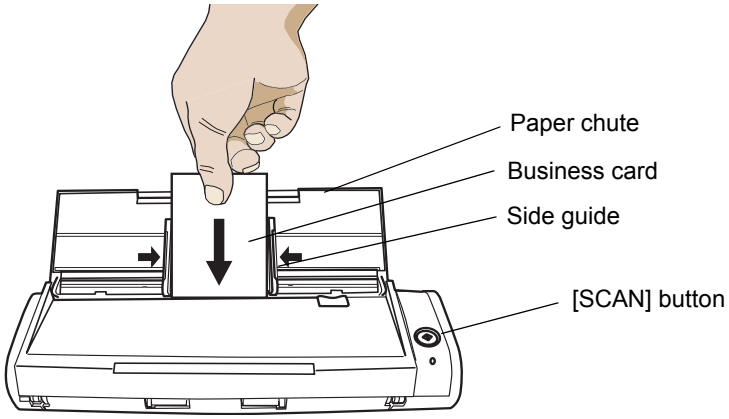
3. Click the [OK] button.

⇒ This closes the [ScanSnap Manager - Scan and Save Settings] dialog box.

<Scanning procedure>

Operation

1. Load the business cards onto the ScanSnap.
   - Load the business cards face down.
   - When you scan more than one business card, set them together.
   - Adjust the side guides so that they are touching the business card edges. When moving the side guides, hold the section with raised dots on each side.



ATTENTION

Set the card with its face up and its bottom margin towards the scanning direction when you configure the settings as follows:
In the [ScanSnap Manager - Scan and Save Setting] dialog box, select the [Scanning] tab ⇨ [Option] ⇨ [Set the document with its face up].

2. Press the [SCAN] button SCAN on the ScanSnap.
   ⇒ Scanning will be started. After the scanning has finished, the CardMinder screen is displayed.

ATTENTION

- Do not connect or disconnect other USB devices during the scanning operation.
- Do not close the paper chute or press the [SCAN] button on the ScanSnap during the scanning operation.
- Do not switch the user to log in during the scanning operation.

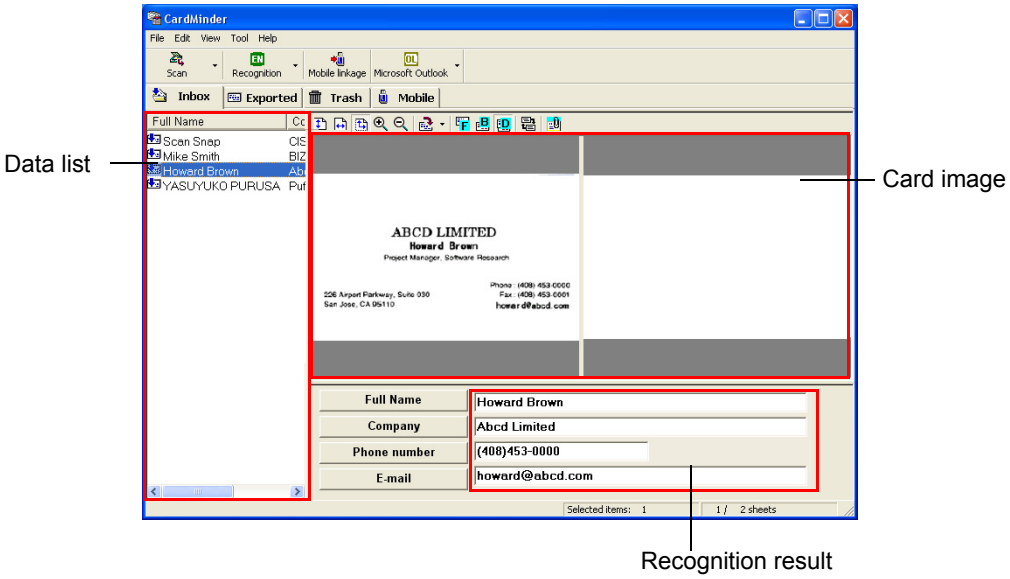
HINT

- As the default setting, documents are scanned at Duplex mode when you press the [SCAN] button. Using ScanSnap Manager, you can set the ScanSnap to scan documents in Simplex mode by pressing [SCAN] button.
- You can also start scanning with the ScanSnap Manager icon on the taskbar.

*For details, refer to "4.2 Changing Scanning Settings" (on page 47).

Operation

3. Confirm the image data of the scanned business cards in the [CardMinder] main window.



The images of each business card is displayed on the right.
A list of already saved business cards is displayed on the left.
Under the image, the recognized characters are displayed.

4. Should there be any recognition errors, correct the data manually.
Correct misrecognized characters.

HINT

For details on correcting recognized characters, refer to the "CardMinder User's Guide."

5. Select [Exit] from the [File] menu to quit CardMinder.

HINT

For more details, refer to the "CardMinder User's Guide." If CardMinder is already installed on your personal computer, you can browse the User's Guide by selecting [Start] ⇨ [All Programs] ⇨ [CardMinder V3.2] ⇨ [Manual]. (You can also browse the User's Guide from the "Setup CD-ROM" startup screen supplied with this scanner.)

6.3 Using ScanSnap Organizer

ScanSnap Organizer is a software application for displaying and sorting image files such as the PDF and JPEG files.
Images scanned by ScanSnap can be displayed without opening, folders can be created for different purposes, and files can also be sorted.
With ScanSnap Organizer Viewer, you can rotate, delete, move, and/or insert particular page(s) of the scanned file.
This following explains how to use ScanSnap Organizer.

HINT

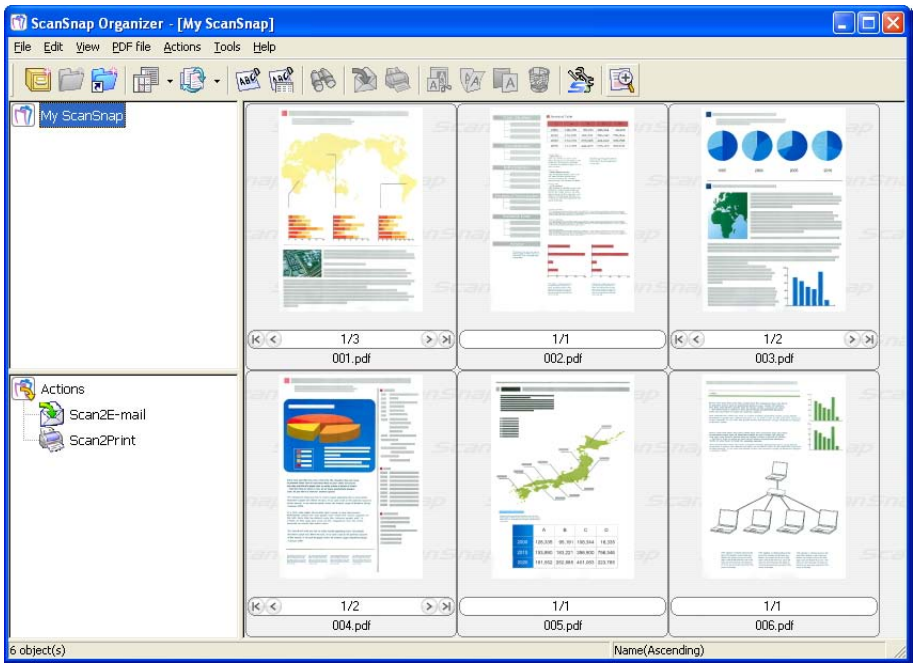
For details, refer to "ScanSnap Organizer User's Guide."
If ScanSnap Organizer has already been installed, you can refer to it by selecting [Start] ⇨ [All programs] ⇨ [ScanSnap Organizer] ⇨ [Manual]. (You can also access the manual from the initial screen of the provided software on the ScanSnap Setup CD-ROM.)

■ Starting ScanSnap Organizer

Operation

1. From the [Start] menu, select [All Programs] ⇨ [ScanSnap Organizer] ⇨ [ScanSnap Organizer].

   ⇒ The ScanSnap Organizer window appears.



- You can also launch ScanSnap Organizer by double-clicking the ScanSnap Organizer icon

on the desktop.
- Password-protected PDF files are not thumbnailed because of security restrictions(*). These files are displayed in the form of the icon along with the lock mark on the bottom left of that icon.

  * However, PDF files with the same password as the "fixed password" set on the [PDF file format option] window using ScanSnap Manager can be thumbnailed.

  For details on how to set the fixed password, refer to "Set a password for PDF file" on page 64.
  PDF files can also be thumbnailed when Content Copying is allowed even if a Permissions Password has been set.
- In Left-Click Menu Mode, scanning is performed as described below as long as ScanSnap Organizer is active (activated and selected): Scanned documents are automatically opened with ScanSnap Organizer even if an application other than ScanSnap Organizer is selected in the [Application] drop-down list on the [Application] tab.
  When ScanSnap Organizer is closed, scanned documents are opened with an application selected in the [Application] drop-down list on the [Application] tab.
- In Quick-Menu Mode, scanning is performed as described below as long as ScanSnap Organizer is active (activated and selected): The ScanSnap Quick Menu is not displayed and scanned documents are always saved based on the [Save with ScanSnap Organizer] action (opened with ScanSnap Organizer).
  When you want to perform other actions after scanning, exit ScanSnap Organizer first.

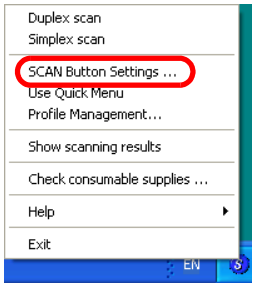
■ Interacting with the ScanSnap

This section describes how to scan documents with the ScanSnap to display images in ScanSnap Organizer.

<Preparation>

When the ScanSnap is in Left-Click Menu Mode, do the following before scanning documents:

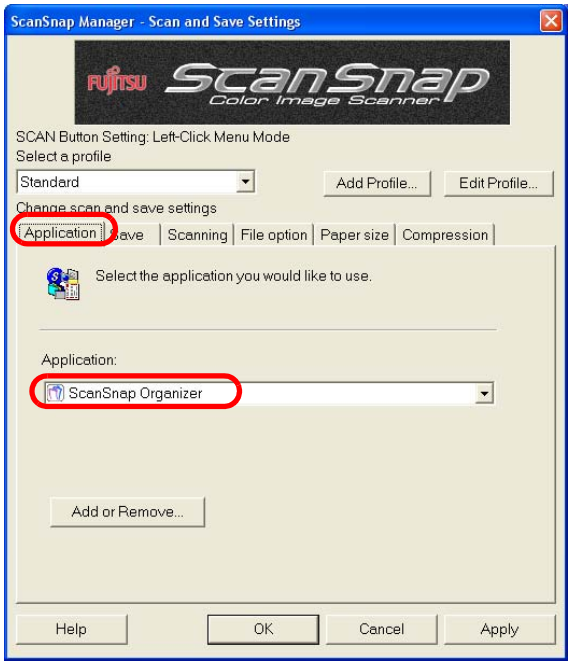
1. Right-click the ScanSnap Manager icon on the taskbar, and then select [SCAN Button Settings] from the menu.



⇒ The [ScanSnap Manager - Scan and Save Settings] dialog box appears.

If the Quick Menu Mode is used, the [Application] tab will not appear in the [ScanSnap Manager - Scan and Save Settings] dialog box. To show the [Application] tab, unselect the [Use Quick Menu] on the menu.

2. Select [ScanSnap Organizer] from the [Application] drop-down list on the [Application] tab.

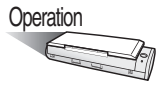


3. Click the [OK] button.
   ⇒ The [ScanSnap Manager - Scan and Save Settings] dialog box closes.

HINT

Finishing the procedure above, you can save desired settings as profiles. The profiles can be selected in the Left-Click Menu from the next time you scan documents.
For information about how to add profiles, refer to "4.3 Saving Scanning Settings" (page 70).

<Scanning>



1. Load the document onto the ScanSnap.

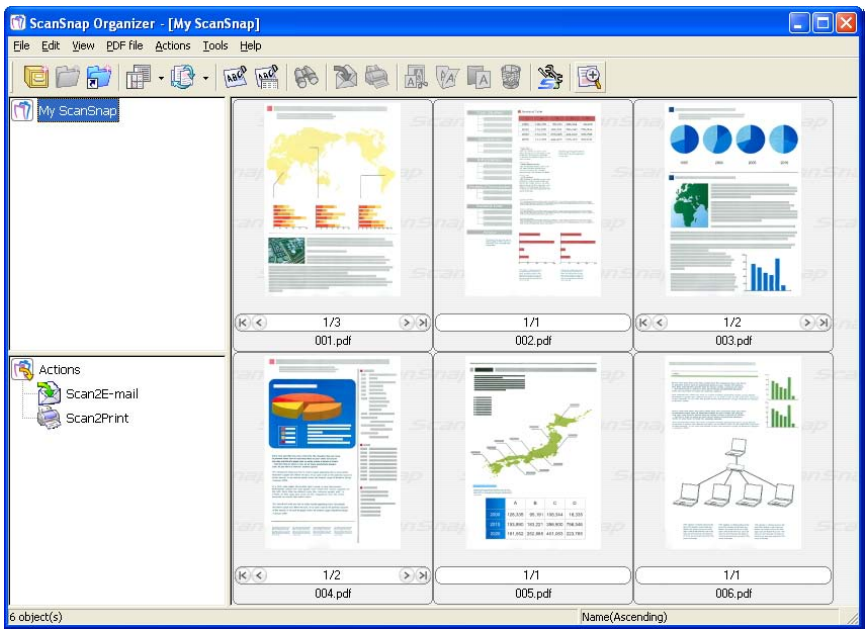
2. Press the [SCAN] button

.

⇒ Scanning is started.

When [Use Quick Menu] is marked, the ScanSnap Quick Menu is displayed when scanning is complete. In this case, select [Save with ScanSnap Organizer] in the ScanSnap Quick Menu.

⇒ When scanning is complete, ScanSnap Organizer is opened and the scanned document images are displayed as thumbnails.



Scanned document image files are saved in [My ScanSnap folder], which is specified on the [General Settings] tab of the [ScanSnap Organizer - Options] window opened from the [Tools] menu.

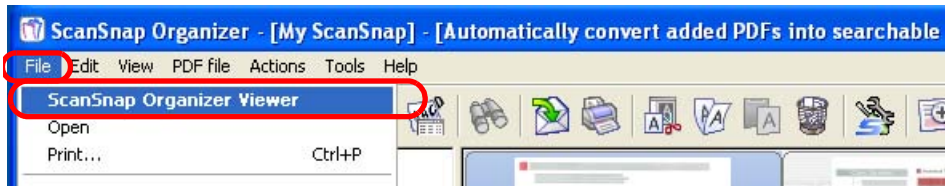
* The destination folder is initially set to the [My ScanSnap] folder under [My Documents].
  (The [ScanSnap] folder in Windows Vista.)
* The destination folder cannot be changed via ScanSnap Manager.

<Editing Files>

This section describes how to edit (rotate, delete, move, and insert) scanned images using ScanSnap Organizer Viewer.

Operation

1. From the [File] menu, select [ScanSnap Organizer Viewer].



HINT

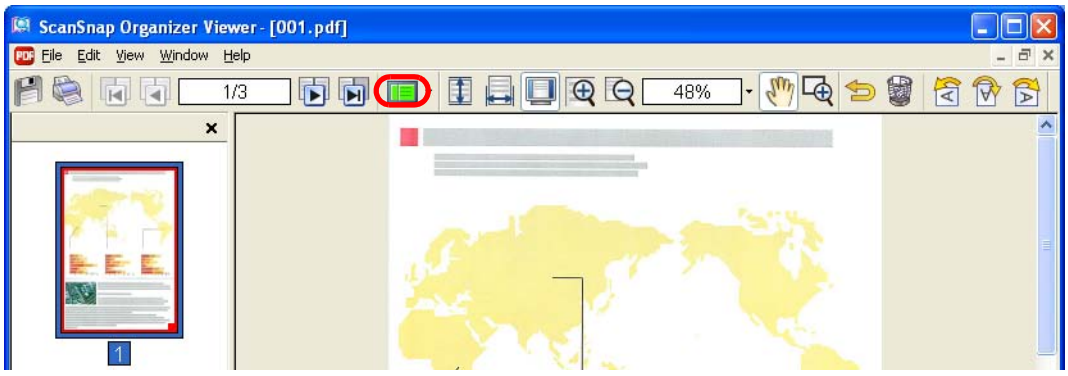
With ScanSnap Organizer Viewer, you can also open the file by:
* Right-clicking on the file and selecting [ScanSnap Organizer Viewer] from the pop-up menu, or
* Double-clicking on the file.

You need to select the [ScanSnap Organizer Viewer] radio button under [Mouse operation] on the [General Settings] tab in the [Options] dialog box opened from the [Tools] menu in advance.

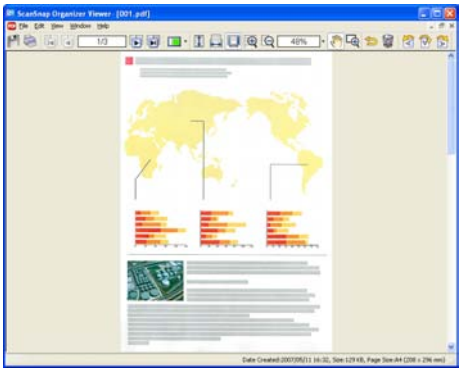
2. The ScanSnap Organizer Viewer window appears.

You can switch the view mode by clicking the [Switch View] button.

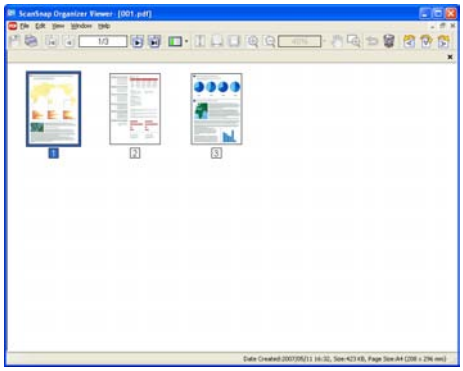
[Show All] (Pages Panel and Page View)



[Show the Page Only]

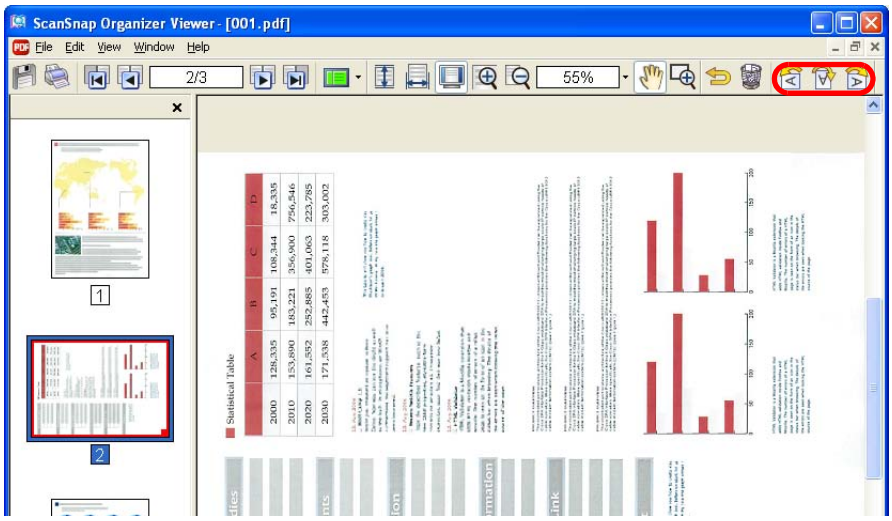


[Show Pages Panel]

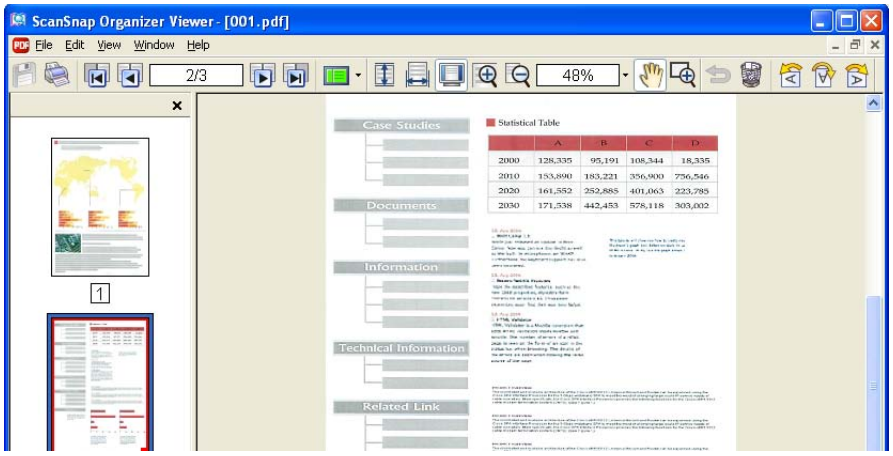


3. Edit the image.

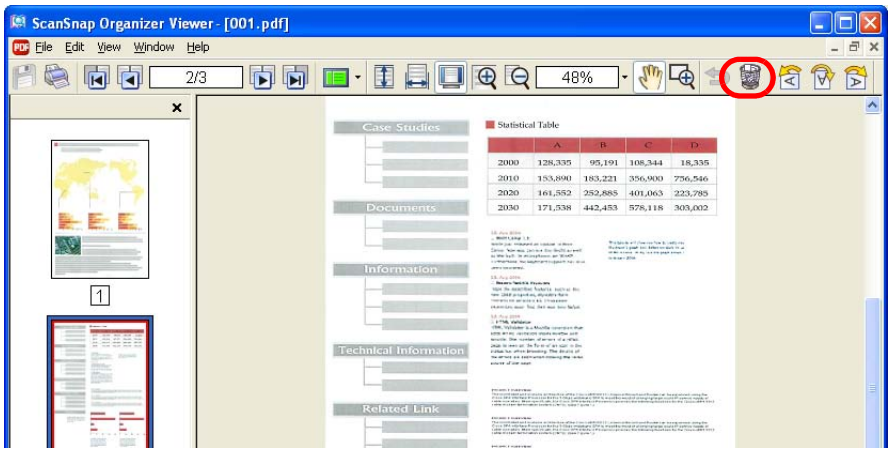
- To rotate the image:
  Click one of the buttons; [Rotate Counterclockwise 90], [Rotate 180], and [Rotate Clockwise 90].



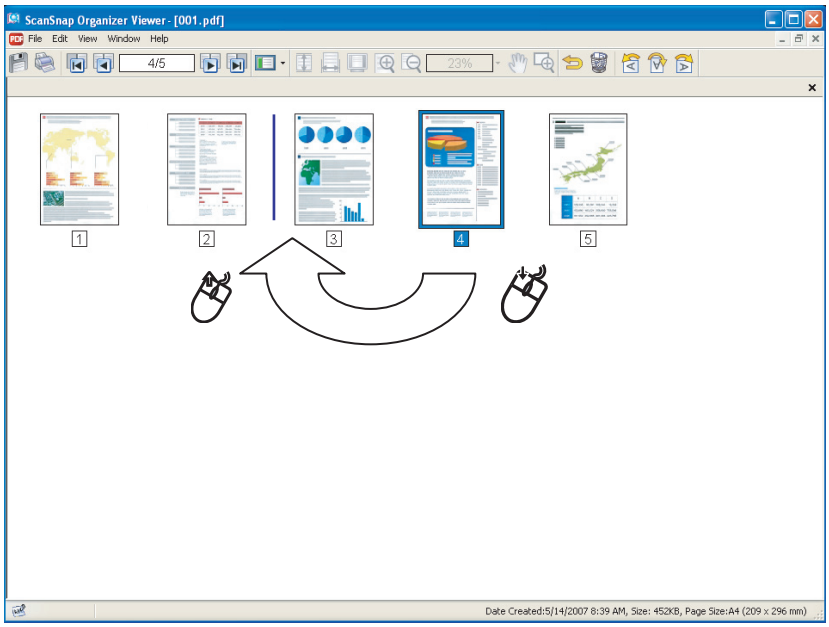
The page rotates as specified.



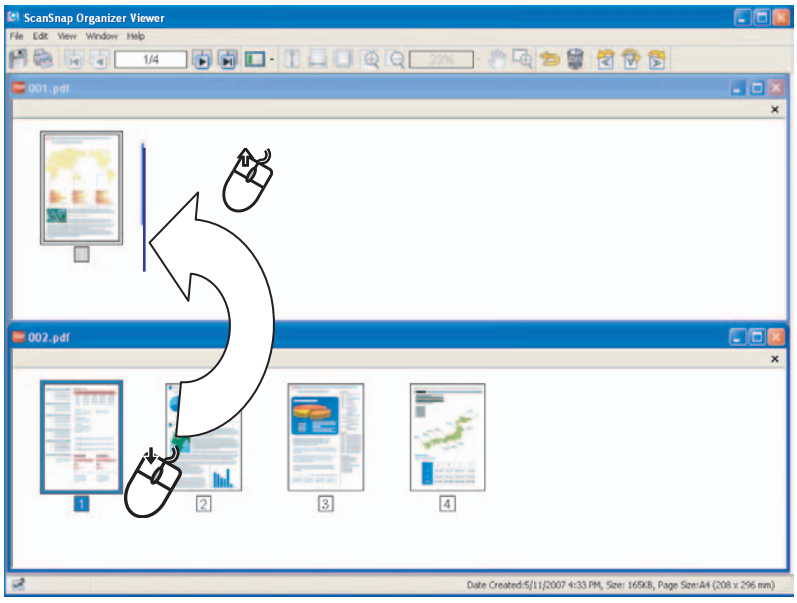
- To delete the image:
  Click the [Delete Page] button to delete a desired page.



- To move the image:
  Select a desired page and drag-drop it to the position to insert.



- To insert the image:
  Open both the source file and the copy target file. Select the page to insert, and drag-and-drop it to a desired position in the target file.



For details about the Edit function of ScanSnap Organizer Viewer, refer to "ScanSnap Organizer User's Guide" or "ScanSnap Organizer Help."

<Sorting Files>

How to create a new Cabinet and folder and how to move scanned files to the Cabinet and folder are explained here.

HINT

The idea is similar to arranging a big pile of documents (files) in the room ([My ScanSnap] folder), purchasing a new shelf (Cabinet) and a new document tray (folder), and classifying them according to subject to sort out the documents.

Operation

1. On the [File] menu, select [New] ⇨ [Cabinet].

   ⇒ Under [My ScanSnap] folder in the Folder View, [New Cabinet] is created.

2. Enter a name for the Cabinet.

   Enter the name “Investigation Report” here.

3. Select the Cabinet created in Step 1.

4. On the [File] menu, select [New] ⇨ [Folder].

   ⇒ Under the Cabinet created in **Step 1**, [New Folder] is created.

5. Enter a Folder name.

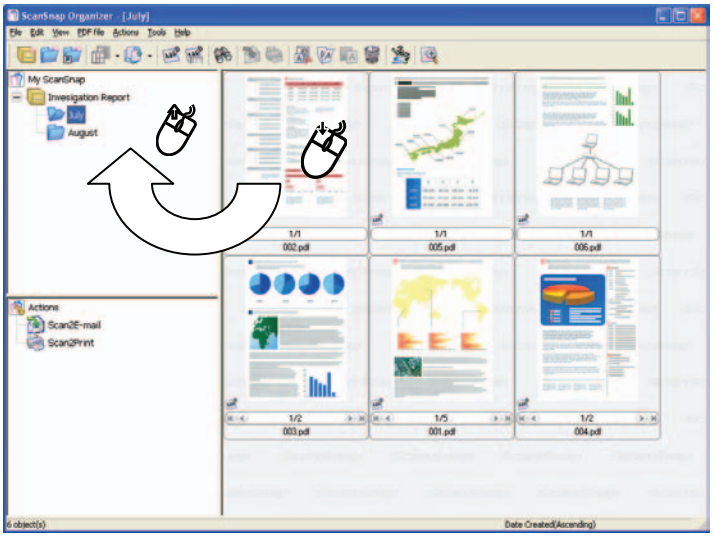
6. Repeat Steps 4, 5 to create folders as needed.
   As an example, create two folders named [July] and [August].

7. Select the file.

HINT

You can select several files at one time when you press down and hold the [Ctrl] key.

8. Drag-and-drop the selected file to the destination folder.



9. Repeat Steps 7, 8 to store files in the destination folders.

<Using the Actions Menu>

You can use Actions in the Actions menu by dragging files onto Actions. Using this Actions menu is just like using Actions in the ScanSnap Quick Menu in "Chapter 5 About Actions" (page 87).

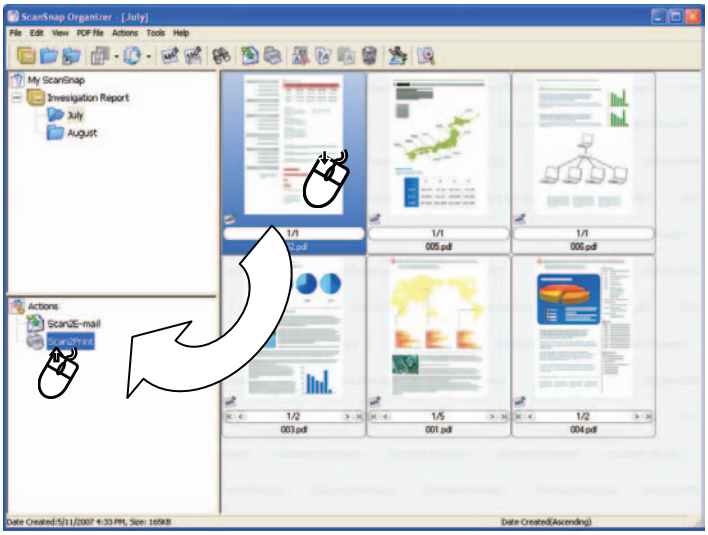
Operation

1. Select a file.

HINT

Hold down the Ctrl key to make multiple selections.

2. Drag the selected file onto an Action you want to use.



⇒ The Action is performed.

Actions you can select are:

Action	Description
Scan2E-mail	An e-mail program is started with selected files attached to an e-mail message.
Scan2Print	Selected files are printed with a printer.

For details about the Actions menu of ScanSnap Organizer, refer to "ScanSnap Organizer User's Guide."

Chapter 7

Troubleshooting

This chapter describes how to remove jammed documents and resolve other problems.

7.1 Clearing Document Jams 174

7.2 Troubleshooting Checklist 176

7.1 Clearing Document Jams

If a paper jam occurs during scanning, follow the procedure below to remove the jammed document.

CAUTION

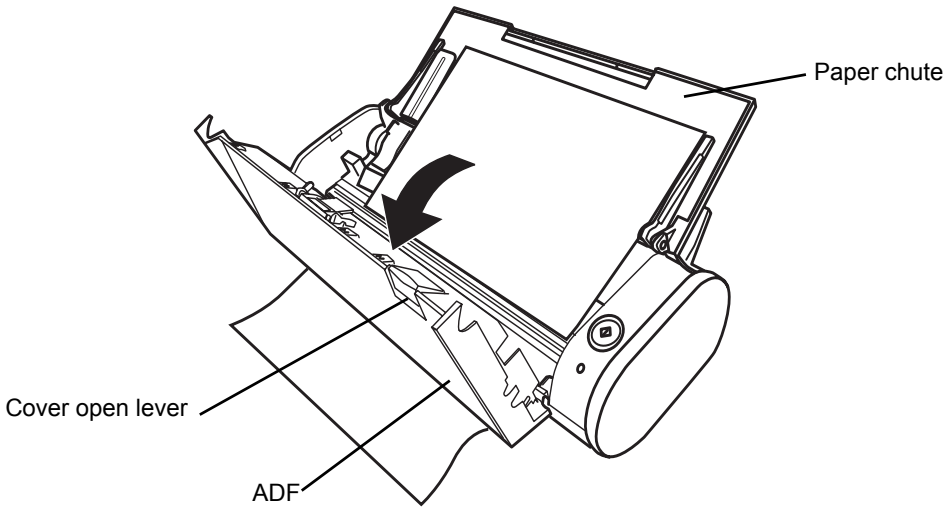
- Open the ADF before removing the jammed document.
- Be careful when removing the jammed document.
- When removing the jammed document, be careful not to get neckties or necklaces entangled in the ScanSnap.
- The surface of the ADF glass becomes hot during operation. Take care not to get burned.

HINT

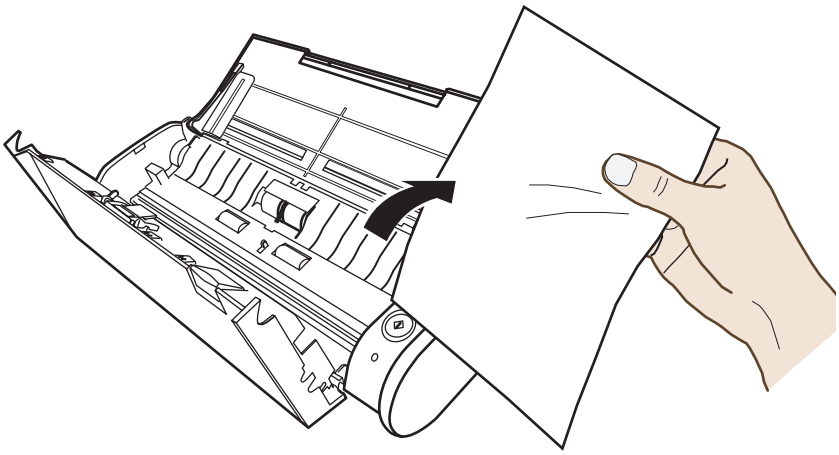
Clean the ADF by following the guidelines in "8.2 Cleaning the Inside of the Scanner" (on page 185).

Operation

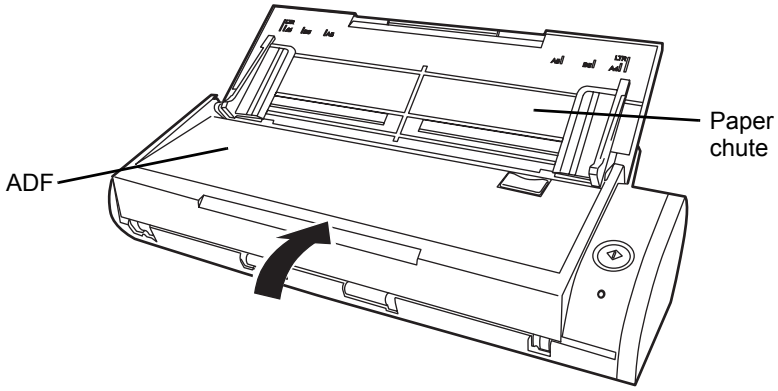
1. Remove the document on the paper chute.
2. Open the ADF while pulling the cover open lever.



3. Remove the jammed document.



4. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

ATTENTION

Make sure that the ADF is completely closed. Otherwise, paper jams or other feeding errors may occur.

7.2 Troubleshooting Checklist

This section describes common problems that may occur during usage of the ScanSnap and how to solve the problems.
Before you call a repair service, perform simple troubleshooting steps in the table below.
If performing these troubleshooting steps does not resolve your problem, contact an authorized FUJITSU scanner service provider.

Symptom	Check This Item	Resolution
The scanner cannot be turned on.	Are the power or USB bus power cable and the USB cable connected correctly?	Correctly connect the power or USB cable and USB bus power cable to the computer. When using a hub, check the hub's power supply. When using a USB bus power cable, use a powered USB hub equipped with an AC adapter. If you connect to a non-powered hub, the scanner may not work properly.
		Disconnect and then re-connect the power or USB bus power cable. (Note: Wait at least 5 seconds before reconnecting the Power/USB bus power cable)
	Is the paper chute closed? (The scanner's power is controlled by closing/opening the paper chute.)	Open the paper chute.
	Is Windows normally started up? (This scanner's power is controlled by turning on/off the computer.)	Wait until Windows has started up completely. ⏻ LED may turn off when Windows is starting up or in the sleeping mode.
Scanning does not start.	Is ScanSnap Manager for the ScanSnap S300 installed in your computer?	Install ScanSnap Manager for the ScanSnap S300. (See "2.1 Installing the Supplied Programs" (page 6).)
	Is the USB cable connected correctly?	Connect the USB cable correctly. (When a hub is used, check the hub's power supply.) When using a USB bus power cable, use a powered USB hub equipped with an AC adapter. If you connect to a non-powered hub, the scanner may not work properly.
	Does the ⏻ LED light blink continuously?	Disconnect and then re-connect the power or USB bus power cable. (Note: Wait at least 5 seconds before reconnecting it.)

Symptom	Check This Item	Resolution
Scanning does not start.	Is ScanSnap Manager started? (If ScanSnap Manager is started up successfully, the ScanSnap Manager icon appears on the taskbar.)	If the ScanSnap Manager icon is not displayed, select [Start] ⇨ [All Programs] ⇨ [SnanSnap Manager] ⇨ [ScanSnap Manager] to start ScanSnap Manager.
	Is ScanSnap Manager running properly? (If ScanSnap Manager is not running properly, the ScanSnap Manager icon in the taskbar is displayed as .)	Do the following: 1. Update the ScanSnap Manager driver. On the [Start] menu, select [Control Panel] ⇨ [System] ⇨ [Hardware] ⇨ [Device Manager]. In the [Device Manager], right-click [ScanSnap S300] and select [Update Driver] from the menus displayed. If this does not improve the situation, perform step 2. 2. Turn the ScanSnap OFF and ON again. If this does not improve the situation, perform step 3. (Note: Wait at least 5 seconds before turning the scanner on.) 3. If an USB hub is used, directly connect the ScanSnap to your PC. If this does not improve the situation, perform step 4. 4. Restart your PC. If none of the above operations resolve the problem, uninstall and re-install ScanSnap Manager. For how to uninstall ScanSnap Manager, refer to "Appendix B Uninstalling ScanSnap" (page 203).
	Did you resume the computer from the hibernation state?	When you perform scanning after resuming the computer from the hibernation state, move the mouse or press any key before scanning.
Vertical lines appear in the scanned image.	Is the inside of the ADF dirty?	Clean the inside of the ADF following the instructions in "Chapter 8 Daily Care" (page 183).
Moire (striped pattern) stands out in the scanned image.	Did you change (improve) the image quality (explained on page 57)?	If moire (striped pattern, etc) is noticiable, improve the image quality and retry scanning (For image quality selection, see page 57). For example, try changing from "Normal" to "Super Fine."
The scanned image shifts or is distorted.	Is the document loaded correctly?	Load the document correctly following the instruction in "3.3 Loading Documents" (page 40).

Symptom	Check This Item	Resolution
The image scanned is too light or too dark.	Is the [Brightness (Black and White scanning only)] setting on [Option] of the [Scanning] tab set to extremely Light or Dark?	Adjust [Brightness] at [Scanning] ⇨ [Option] in the [ScanSnap Manager ⇨ Scan and Save Settings] dialog box.
Lines on the document are blurred. (Example: Ruled lines on a table cannot be seen.)	Are you scanning in color mode, documents including handwritten or typed text, tables or frames with ruled lines?	The color mode is used for capturing colored images like photos in high quality. For other documents including textual content, select the checkbox for [Setting for text only document] at [Scanning] ⇨ [Option] in the [ScanSnap Manager - Scan and Save Settings] window. If it does not improve even after you have tried this method, change [Image quality] setting.
The scanning speed is very slow.	Does your PC meet the recommended system requirements?	Confirm the system requirements in "Before Installing the Supplied Programs for the ScanSnap" (page 6). Scanning speed will be slower whenever the recommended CPU and memory requirements are not met. If this is the case, at [Scanning] ⇨ [Option] in the [ScanSnap Manager ⇨ Scan and Save Settings] dialog box, clear the checkboxes of the following to increase the scanning speed. • Correct skewed character strings automatically • Allow automatic image rotation
	Is the USB 1.1 connected? Note: When using an USB1.1 interface, the data transfer rate may be slower due to large data sizes.	If your PC has an USB 2.0 port, connect the ScanSnap to this port. (If using a USB hub, it must also support USB 2.0 interfaces.) (*1)
Multi-feed errors (*2) occur frequently.	Is the Pad ASSY dirty?	Clean the pad by following the instructions in "8.2 Cleaning the Inside of the Scanner" (page 185).
	Is the Pad ASSY worn?	Replace the Pad ASSY by following the instructions in "9.2 Replacing the Pad ASSY" (page 192).
	Is the document stack thicker than 1 mm?	Reduce the number of sheets in the document stack to 1 mm thickness or less.

Symptom	Check This Item	Resolution
Paper is not fed (stops midway).	Is the Pick roller dirty?	Clean the Pick roller by following the instructions in "8.2 Cleaning the Inside of the Scanner" (page 185).
	Is the Pick roller worn out?	Replace the Pick roller by following the instructions in "9.3 Replacing the Pick Roller" (page 195).
	Are there any debris on the document feeding path?	Remove any debris from the document feeding path. (Refer to "7.1 Clearing Document Jams" (page 174).
	Do the loaded documents satisfy the conditions described in section "3.2 Paper Sizes of Documents to be Scanned" (page 38)? If not, they might not pass smoothly through the ADF.	Try the following: • Slightly push through with your finger the first sheet of the documents at the start of scanning. • Change the insertion direction of the document.
The scanner is not recognized even if ScanSnap Manager is installed.	Did you connect the scanner to your PC before installing ScanSnap Manager? Is the scanner registered as "Other device" or "Unknown Device" in Device Manager?	On the [Start] menu, select [Control panel] ⇨ [System] ⇨ [Hardware] ⇨ [Device Manager]. Delete the device name such as USB device (differs with the OS) under [Other Device] selection in the [Device Manager] and restart your PC.
The file size of a scanned black & white image is the same as that of a scanned color document image.	Is the B&W document scanned in the color mode?	Select [B&W] from the [Color mode] drop-down list on the [Scanning] tab in the [ScanSnap Manager ⇨ Scan and Save Settings] dialog box.
Images on the back of pages, which are printed-through, are overlaid on the scanned image when scanning a two-sided document. (This is called [bleedthrough] of the back side image.)	Is the [Setting for text only document] checkbox cleared in the [Read mode option] dialog box ([Option] on the [Scanning] tab of the [ScanSnap Manager ⇨ Scan and Save Settings] dialog box)?	Mark the [Setting for text only document] checkbox.

Symptom	Check This Item	Resolution
Scanned images are not displayed on the screen (when [Allow automatic blank page removal] is enabled).	When [Allow automatic blank page removal] is enabled, almost blank documents with only a few characters may be accidentally recognized as blank pages and removed from scanned image data.	Right-click the ScanSnap Manager icon on the taskbar, select [Setting] ⇨ [Scanning] tab and click the [Option] button. Then clear the [Allow automatic blank page removal] checkbox.
Scanned images are skewed.	Are the documents fed into the ADF with a skew of more than +/-5 degrees?	The [Correct skewed character strings automatically] function can correct skewed images up to +/-5 degrees. See "- Correct skewed character strings automatically" (page 60). Load the document onto the scanner so that the document skew does not exceed this limit. See "3.3 Loading Documents" (page 40).
	Depending on the contents of document, the automatic image deskew may not work properly.	Refer to [Correct skewed character strings automatically]. See "- Correct skewed character strings automatically" (page 60).
The orientation of scanned images is not displayed correctly (when [Allow automatic image rotation] is enabled).	Depending on the contents of document, the automatic image rotation may not work properly.	Refer to [Allow automatic image rotation.] (See "- Allow automatic image rotation" (page 61).)
The scanned images cannot be read.	Have you scanned documents written in small letters?	When small letters are squashed, right-click the ScanSnap Manager icon on the taskbar and select [Best] or [Excellent] in the [Scanning] tab and scan them again. (It takes longer to scan image data in [Excellent] mode as it enlarges the size of image data.)
A profile cannot be created with currently configured settings.	Is the ScanSnap in Quick Menu Mode?	To create a profile with settings you want to use, uncheck [Use Quick Menu] and switch to Left-Click Menu Mode. See section "4.3 Saving Scanning Settings" (page 70).
The document is not fed properly or gets jammed.	Is the inside of the scanner dirty? Or, did you load any paper that is thin, torn, or bent?	Clean the dirty locations. When scanning a document that is hard to feed, load it sheet by sheet.

Symptom	Check This Item	Resolution
Black lines are produced on the scanned document.	Is the scanned document written with a pencil?	Black lines may be produced on scanned documents written with a pencil, making the rollers dirty or causing improper paper feeding. To avoid such troubles, clean rollers as often as possible. For information about how to clean rollers, refer to "8.2 Cleaning the Inside of the Scanner" (page 185).
The scanned image is chipped/Slant lines are produced on the scanned image/The output image is wider than the original.	With [Automatic detection] being selected in the [Paper size] drop-down list, was the document skewed during a scan?	Neatly align the edges of paper sheets with the side guide. * If you are scanning documents of mixed paper sizes, mark the [Scan mixed paper size] checkbox (see page 67), carefully load smaller documents so that they can be fed straight. If those documents cannot be fed straight, it is recommended to scan only documents of about the same size at a time.
The ScanSnap Quick Menu is hidden.	Is the ScanSnap in Left-Click Menu Mode?	Mark [Use Quick Menu] on the Right-Click Menu.
	Is ScanSnap Organizer or CardMinder running?	If these applications are running and one of them is active, the ScanSnap interacts with the active application and scanned images are opened with it. Therefore, the ScanSnap Quick Menu is not displayed. To display the ScanSnap Quick Menu, exit these applications or deselect them. See section "4.5 About Automatic Interaction with Applications" (page 84).
The Left-Click Menu is hidden.	Is the ScanSnap in Quick Menu Mode? (Is the ScanSnap Quick Menu displayed after scanning?)	On the Right-Click Menu, uncheck [Use Quick Menu].
	Is the [ScanSnap Manager ⇨ Scan and Save Settings] dialog box open?	Close the [ScanSnap Manager ⇨ Scan and Save Settings] dialog box.
Applications cannot be selected in the [ScanSnap Manager - Scan and Save Settings] dialog box.	Is the ScanSnap in Quick Menu Mode? In Quick Menu Mode, you do not have to select an application beforehand. You can select an application in the ScanSnap Quick Menu after scanning.	If you want to select an application in advance, use Left-Click Menu Mode. To use Left-Click Menu Mode, uncheck [Use Quick Menu] on the Right-Click Menu.
Business cards cannot be scanned when the ScanSnap Quick Menu is used.	In Quick Menu Mode, business cards cannot be scanned.	Start CardMinder, and then press the [SCAN] button with CardMinder being active. Scanned business card images are displayed in CardMinder.

Symptom	Check This Item	Resolution
Files created by using the ScanSnap cannot be opened with a specified application. (For example, an error occurs when you try to open a PDF file with Adobe Acrobat.)	Is a folder specified as the Image saving folder on another personal computer or a hard disk on the network? For those who answered [Yes] to the above question: did an error occur while files scanned with the ScanSnap were being saved (because, for example, a LAN cable came off)? If such network-related errors occur, files may not be saved properly, and corrupted files may exist in the folder.	Verify the location of the Image saving folder, and then delete corrupted files, if any. After that, retry scanning.
For a laptop computer, its battery runs out fast even though the computer is in hibernation state.	(When the scanner is supplied power through a USB bus power cable connection) Is the power lamp on the scanner lit even though the computer is in hibernation state?	Some computers may continuously keep supplying power to the USB bus while they are in hibernation state. If you do not use the scanner, close the scanner's ADF, or unplug the USB bus power cable.

Note 1: If you are not sure about the USB port to which the ScanSnap is connected (USB1.1 or USB2.0), check the information about the USB port following the procedure below.
First, right-click the [ScanSnap Manager] icon to display the Right-Click Menu.
Next, on the Right-Click Menu, select [Help] ⇨ [About ScanSnap Manager].
Finally, in the [ScanSnap Manager - Version Information] window, click the [Detail] button. In the [ScanSnap Manager - Scanner and driver information] window, see "USB type."

Note 2: "Multi-feed" error is an error that occurs when two or more sheets are fed into the scanner simultaneously.

Please visit our website for your reference. Other useful information will be posted on the FAQ corner at the following website: http://scansnap.fujitsu.com/

Chapter 8

Daily Care

This chapter describes how to clean the ScanSnap.

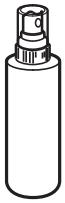
WARNING

- Before you clean the scanner, unplug the Power cable from the power outlet, or the USB bus power cable from the computer to prevent from fire or electric shock.
- To avoid injuries, do not place the internal parts (such as the Pad ASSY and Pick roller) in areas where small children can reach.

8.1 Cleaning the Scanner Exterior 184

8.2 Cleaning the Inside of the Scanner 185

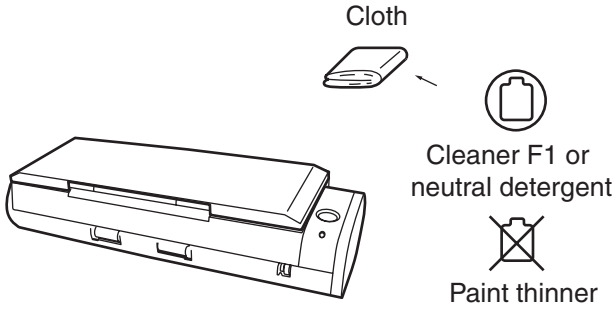
8.1 Cleaning the Scanner Exterior

Cleaning Materials	Parts No.	Remarks
Cleaner F1 	PA03950-0352	1 bottle (100 ml) (*1)
Cleaning wipe	PA03950-0419	1 pack (24 sheets) (*1)(*2)
Lint-free dry cloth	Commercially available. (*3)	

ATTENTION

- Never use paint thinner and other organic solvents.
- During the cleaning, prevent water or moisture from getting inside the scanner.
- Do not use aerosol sprays to clean the scanner. Aerosol sprays cause dirt and dust to enter the scanner, resulting in scanner failure or malfunction, or errors in scanned images.
- It may take long before the cleaner vaporizes if a large quantity is used. When cleaning the scanner parts, dampen a cloth with modest quantities of the cleaner. In addition, wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the surface of the cleaned parts.

Note 1: To purchase cleaning materials, contact a FUJITSU scanner dealer where you purchased the scanner.
Note 2: Pre-moistened with Cleaner F1, Cleaning Wipes are used instead of moistened cloths.
Note 3: Any lint-free cloth can be used.

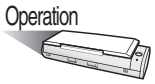


8.2 Cleaning the Inside of the Scanner

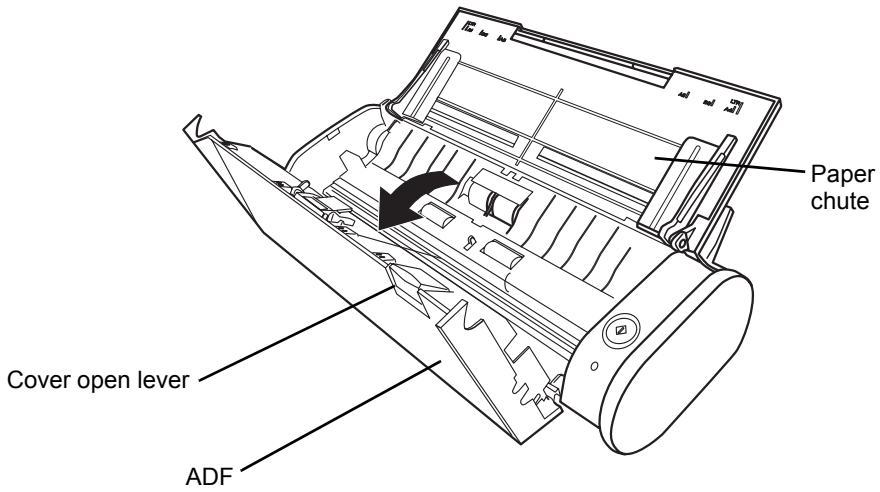
Clean inside of the scanner with a cloth moistened with Cleaner F1.
In an alternating succession of scanning documents, the accumulated paper-powder and dust inside the scanner causes a scanning error.
As a guideline, clean the ADF every 200 sheets of paper. Note that this guideline varies according to the type of the documents you are scanning. For example, the ADF must be cleaned more frequently when scanning documents on that the toner has not been sufficiently fixed on.
Clean the ADF according to the following procedure and refer to the illustrations on the following page.

ATTENTION

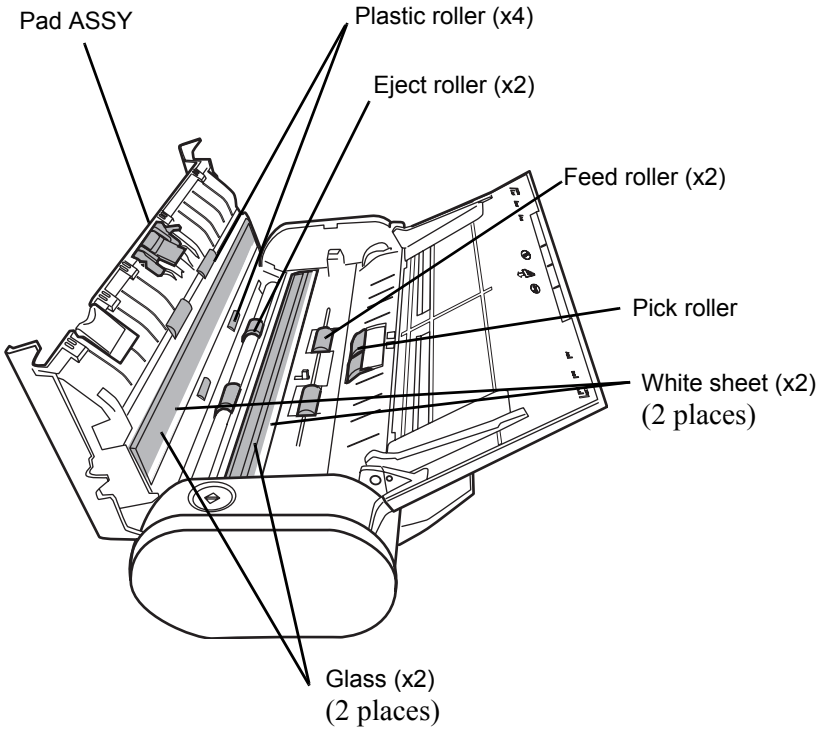
- Do not use water or neutral detergent to clean the inside of the scanner.
- Do not use aerosol sprays to clean the scanner. Aerosol sprays cause dirt and dust to enter the scanner, resulting scanner failure and malfunction.
- It may take long before the cleaner vaporizes if a large quantity is used. When cleaning the scanner parts, dampen a cloth with modest quantities of the cleaner. In addition, wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the surface of the cleaned parts.



1. Open the ADF while pulling the cover open lever.



2. Clean the following locations with a cloth moistened with Cleaner F1.



Turn off the scanner before cleaning the following locations.

- Pad ASSY (1 piece)
  Wipe the Pad ASSY downwards. When cleaning the Pad ASSY, take care to prevent the cloth from catching on the metal parts.
- Glasses (2 pieces; located on the ADF and opposite side)
  Gently wipe off dirt and dust from the ADF glass surfaces.
- White sheets (2 pieces; located on the ADF and opposite side)
  White strips along the edge of the glass. Gently wipe off dirt and dust from the White sheets.
- Pick roller (1 piece)
  Clean lightly taking care not to scratch the surface of the roller. Take particular care in cleaning the Pick roller since debris on the roller adversely affects the pickup performance.
- Plastic rollers (4 pieces on the ADF)
  Clean them lightly while rotating the rollers with your finger. Be careful not to roughen the surface of the rollers. Take particular care in cleaning the plastic rollers since debris on the rollers adversely affects the pickup performance.

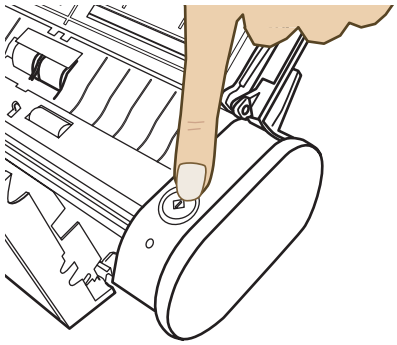
Turn on the scanner before cleaning the following locations, and clean the following rollers while rotating them.

- Feed rollers (2 pieces)
  Clean lightly taking care not to roughen the surface of the rollers. Take particular care in cleaning the feed rollers since debris on the rollers adversely affect the pickup performance.

- Eject rollers (2 pieces)
  Clean lightly taking care not to roughen the surface of the rollers.
  Take particular care in cleaning the eject rollers since debris on the rollers adversely affect the pickup performance.

  Open the ADF and hold down the [SCAN] button

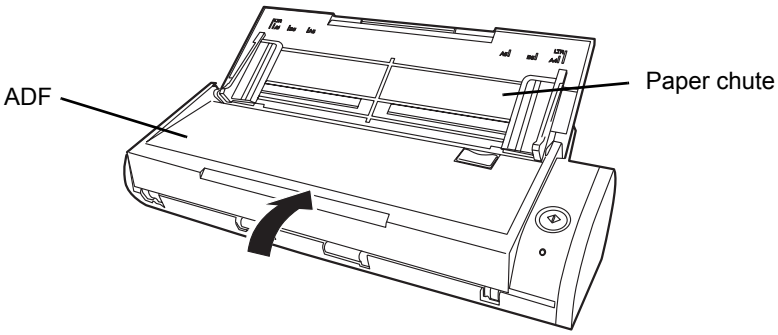
for three seconds while the Power lamp lights in blue. This can advance the Feed rollers and Eject rollers by a certain degree. You can repeat the rotation as long as the ADF is opened. (As a guideline, seven holds of the [SCAN] button make the rollers to rotate one full turn.)



Hold down the [SCAN] button for three seconds.
⇒ The rollers rotate.

Whenever cleaning the Feed rollers and Eject rollers, keep the Power or USB bus power cable connected to the computer and clean the rollers while the Power lamp is lit in blue.

3. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

After closing the ADF, make sure that it is completely closed. Otherwise, paper jams or other feeding errors may occur.

Chapter 9

Replacing Consumables

This chapter describes how to replace consumables.

WARNING

- Before you replace the consumables of the scanner, unplug the Power cable from the power outlet, or the USB bus power cable from the computer to prevent from fire or electric shock.
- To avoid injuries, do not place the internal parts (such as the Pad ASSY and Pick roller) in areas where small children can reach.

9.1 Replacing Consumables 190

9.2 Replacing the Pad ASSY 192

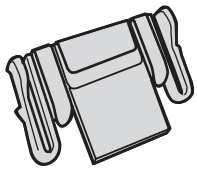
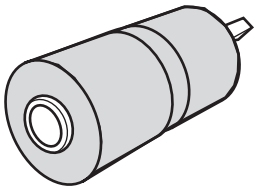
9.3 Replacing the Pick Roller 195

9.1 Replacing Consumables

This section describes how to replace consumables.

■ Parts Nos. and Replacement Cycle of Consumables

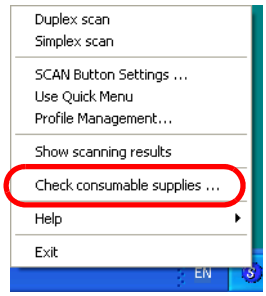
The following tables list the part numbers of consumables and rough guidelines for replacing these parts.

No.	Description	P/N	Standard Replacement Cycle
1	Pad ASSY 	PA03541-0002	10,000 sheets or one year
2	Pick roller 	PA03541-0001	100,000 sheets or one year

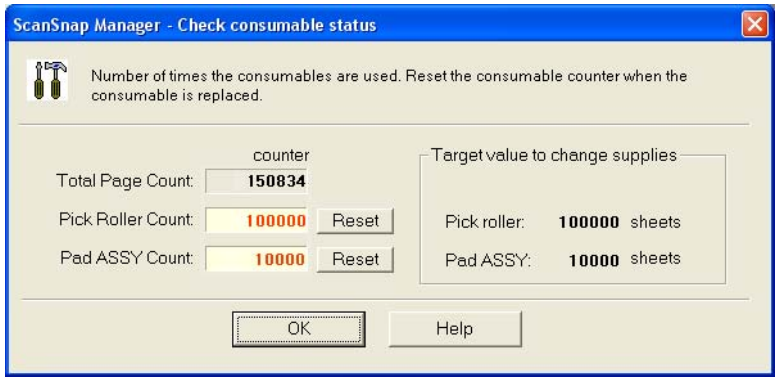
These replacement cycles are rough guidelines for the case of using A4/Letter wood-free paper 64 g/m^2 (17 lb). So it may differ according to the paper being used.
Use only the consumables specified by PFU LIMITED; do not use consumables made by other manufacturers.

By the following procedure, you can create a rough guideline for replacing consumables and for estimating how many sheets have been already scanned.

1. Right-click the ScanSnap Manager icon on the taskbar.
2. Click [Check consumable supplies] at the menu.



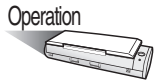
⇒ The [Check consumable status] window is displayed. This window indicates how many times consumables have been used.


ScanSnap Manager - Check consumable status
Number of times the consumables are used. Reset the consumable counter when the consumable is replaced.
counter
Total Page Count: 150834
Pick Roller Count: 100000 Reset
Pad ASSY Count: 10000 Reset
Target value to change supplies
Pick roller: 100000 sheets
Pad ASSY: 10000 sheets
OK
Help

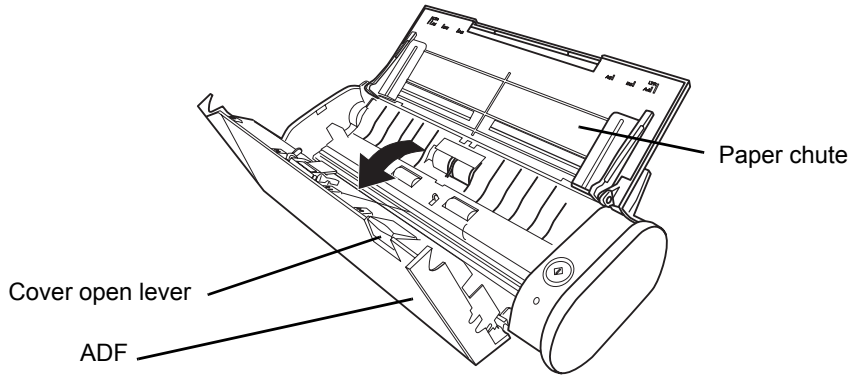
Replace consumables referring to "Target value to change supplies" as a rough guideline.
For details about purchasing consumables, visit the following website or contact the Fujitsu scanner dealer where you purchased your scanner.
[Website] http://scansnap.fujitsu.com/

9.2 Replacing the Pad ASSY

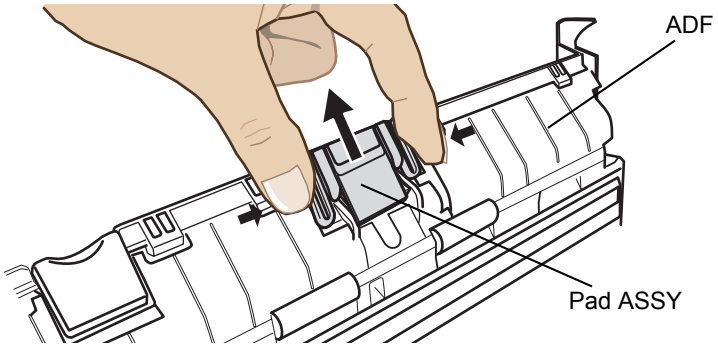
Replace the Pad ASSY following the procedure below.



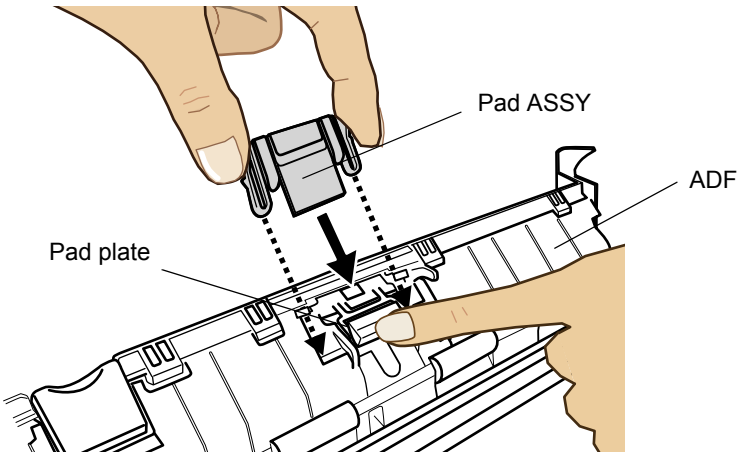
1. Remove the documents on the paper chute.
2. Open the ADF while pulling the cover open lever.



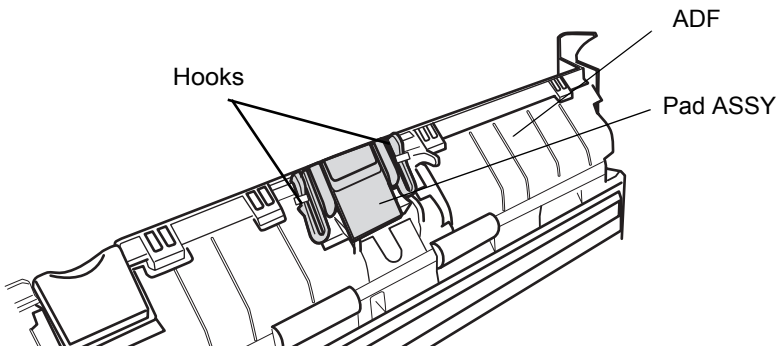
3. Remove the Pad ASSY.
   Pull out the Pad ASSY in the direction of the arrow while pinching both ends of the Pad ASSY.



4. Attach the new Pad ASSY while pushing the pad plate down.



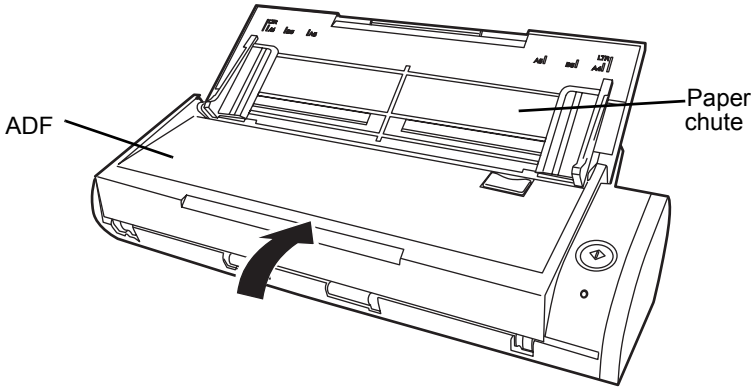
5. Make sure that the Pad ASSY is completely locked into the hooks on the ADF.



ATTENTION

Make sure that the Pad ASSY is completely attached. Otherwise, document jams or other feeding errors may occur.

6. Close the ADF.

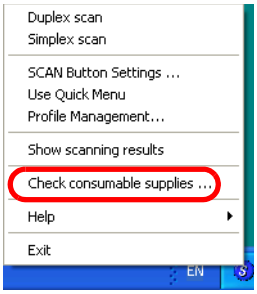


⇒ You should hear the ADF click when it returns to its original position.

7. Turn on the scanner.

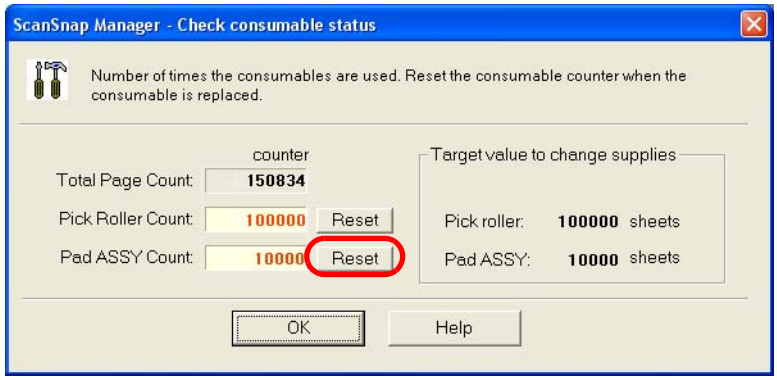
Operation

8. Right-click the ScanSnap Manager icon on the taskbar, and select [Check consumable supplies] from the menu.

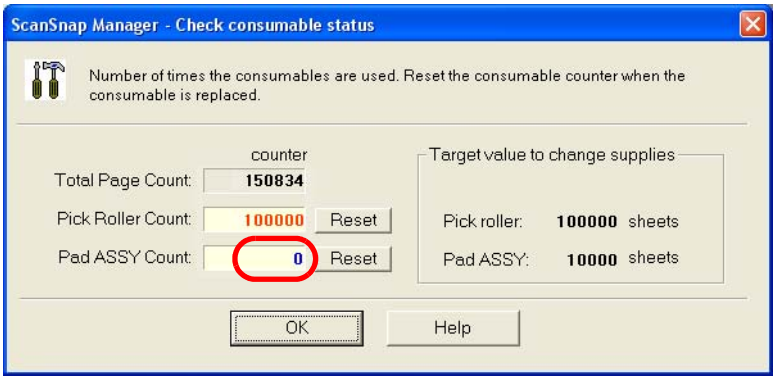


⇒ This displays the [Check consumable status] window.

9. In the [Check consumable status] window, click the [Reset] button of Pad ASSY Count.

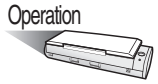

ScanSnap Manager - Check consumable status
Number of times the consumables are used. Reset the consumable counter when the consumable is replaced.
counter
Total Page Count: 150834
Pick Roller Count: 100000 Reset
Pad ASSY Count: 10000 Reset
Target value to change supplies
Pick roller: 100000 sheets
Pad ASSY: 10000 sheets
OK
Help

⇒ The counter is reset to "0."

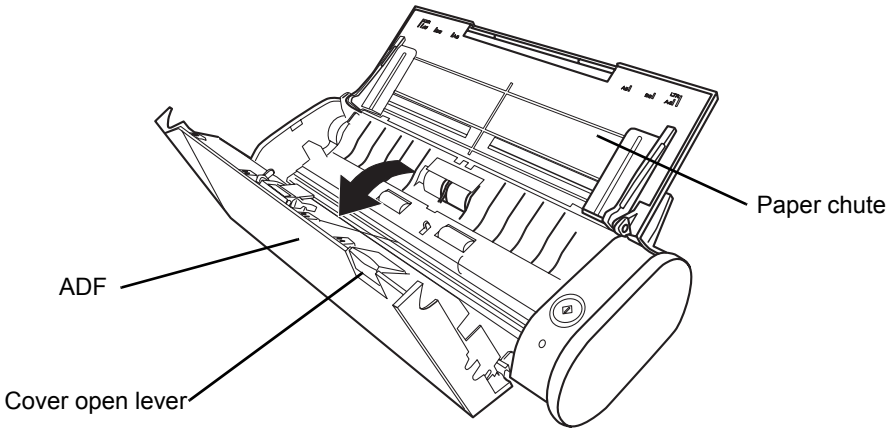

ScanSnap Manager - Check consumable status
Number of times the consumables are used. Reset the consumable counter when the consumable is replaced.
counter
Total Page Count: 150834
Pick Roller Count: 100000 Reset
Pad ASSY Count: 0 Reset
Target value to change supplies
Pick roller: 100000 sheets
Pad ASSY: 10000 sheets
OK
Help

9.3 Replacing the Pick Roller

Replace the Pick roller following the procedure below.

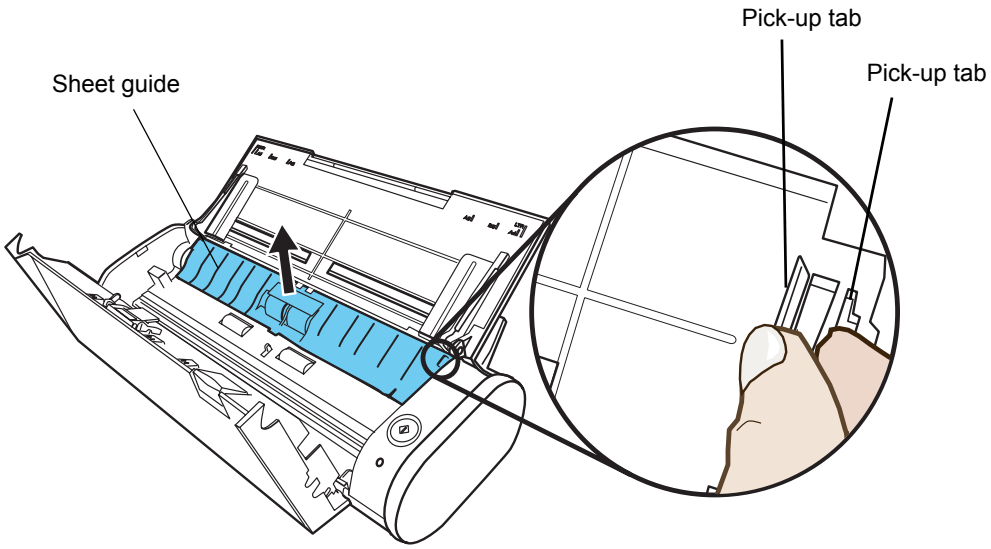


1. Remove the documents on the paper chute.
2. Open the ADF while pulling the cover open lever.

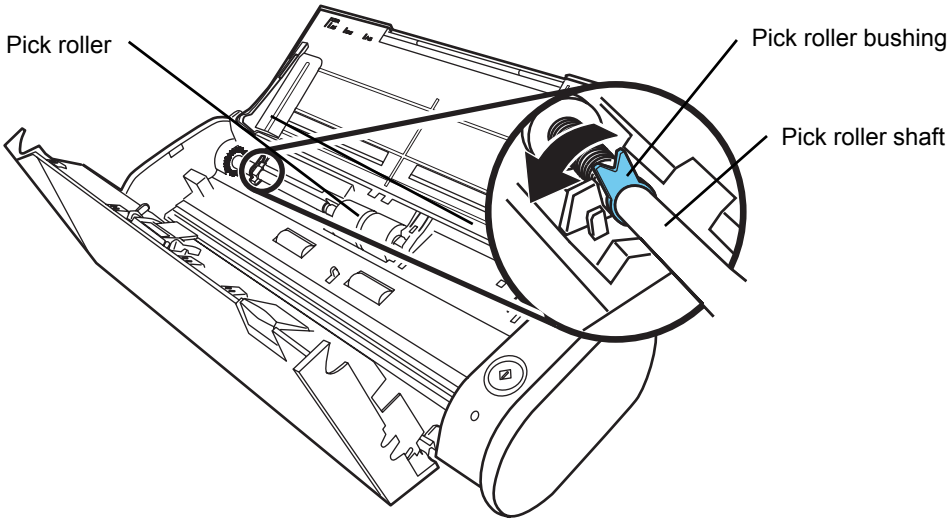


3. Remove the sheet guide.

   Hold the pick-up tabs on the sheet guide between the thumb and index fingers, and then pull up the sheet guide to remove.

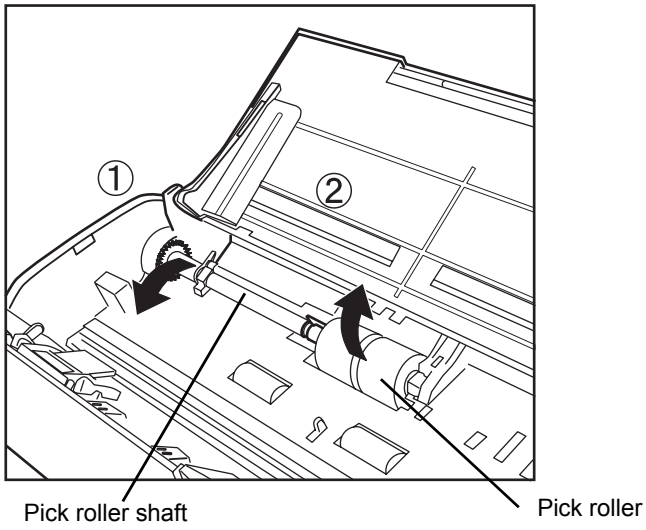


4. Rotate the pick roller bushing (left).



5. Remove the pick roller with its shaft.

Slightly pull up the left part of the Pick roller shaft (about 5mm), move it towards the left side, and then raise it to remove from the scanner.



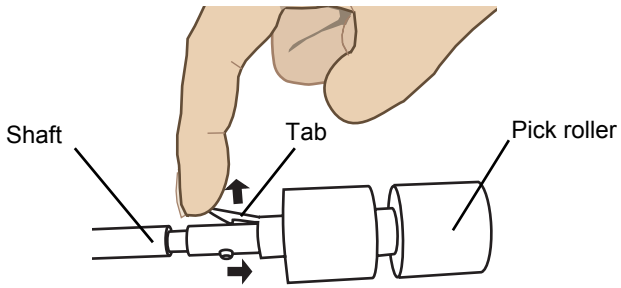
ATTENTION

If the around the pick roller is dirty by paper-powder, it may cause a scanning error. Remove the dirt using a dry cloth moistened with Cleaner F1.

* Don't use water, mild detergent or air-spray.

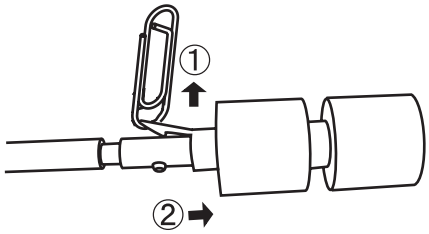
6. Remove the pick roller from its shaft.

   Pull out the shaft from the pick roller while lifting up its tab.



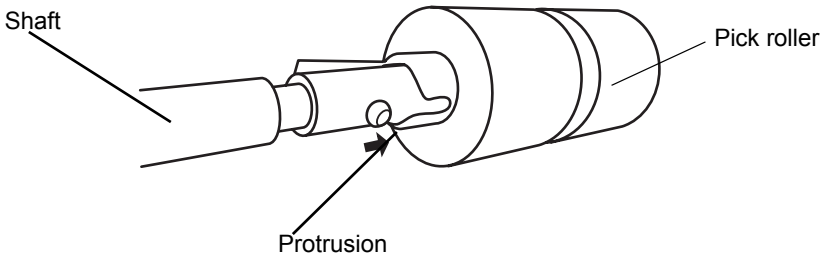
ATTENTION

If you push up the pick roller tab using your fingernail, your fingernail may be hurt or get chipped. If you cannot push it up successfully with your fingernail, use a paper clip to push up the pick roller tab.



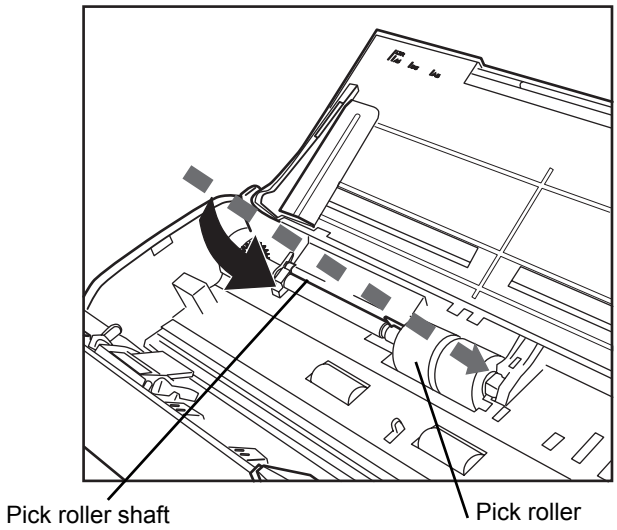
7. Attach the new pick roller to the shaft.

   Insert the shaft aligning the protrusion with the slot on the new pick roller.

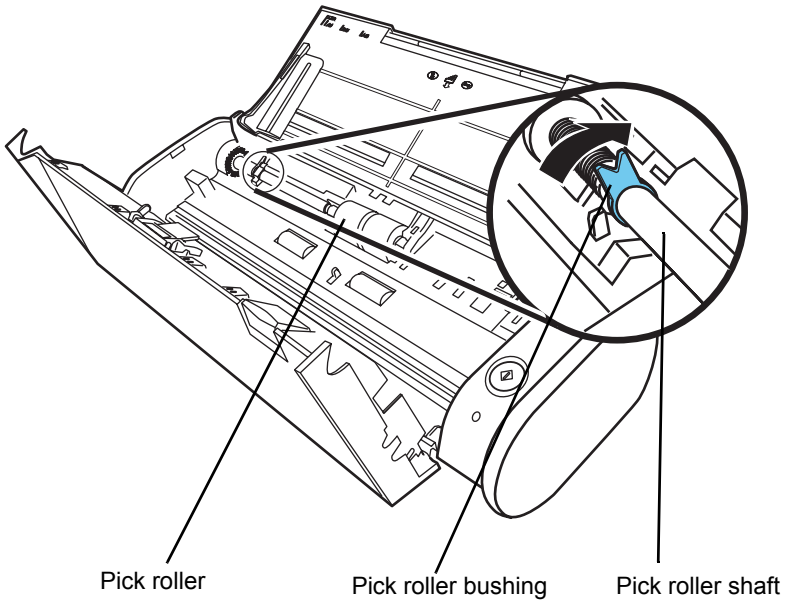


8. Install the pick roller with it's shaft to the scanner.

   Insert the right end of the shaft to the roller bushing (right), and set the shaft to the slot while lowering it.



9. Rotate the roller bushing (left) by rotating it in the direction of the arrow.

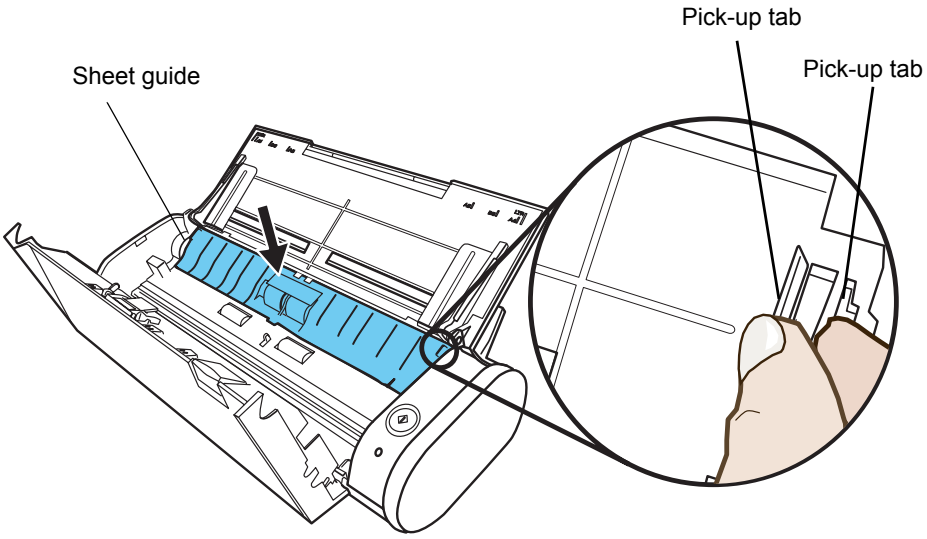


ATTENTION

Make sure that the Pick roller is completely attached. Otherwise, document jams or other feeding errors may occur.

10. Attach the sheet guide to the scanner.

    Hold the pickup tabs on the sheet guide between the thumb and index finger, and then attach the sheet guide to the scanner.

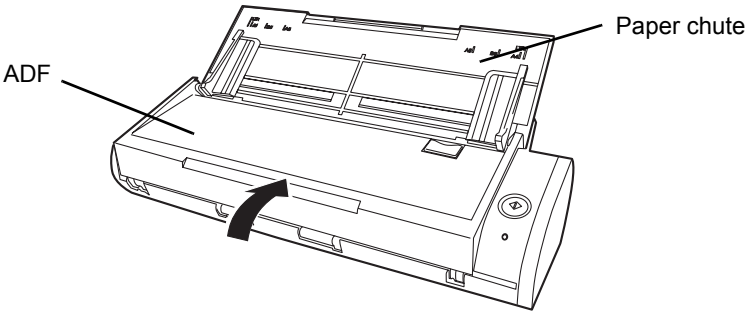


⇒ The sheet guide makes a clicking sound when the knobs fix into position.

ATTENTION

Make sure that the sheet guide is completely attached. Otherwise, document jams or other feeding errors may occur.

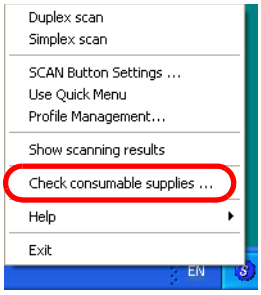
11. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

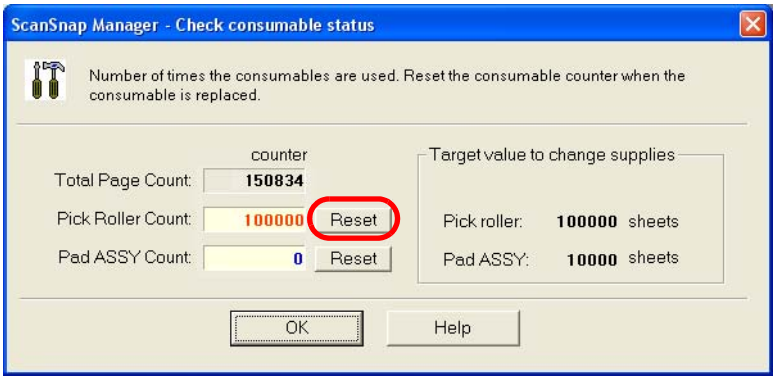
12. Turn on the scanner.

13. Right-click the ScanSnap Manager icon in the taskbar, and select [Check consumable supplies] from the menu.

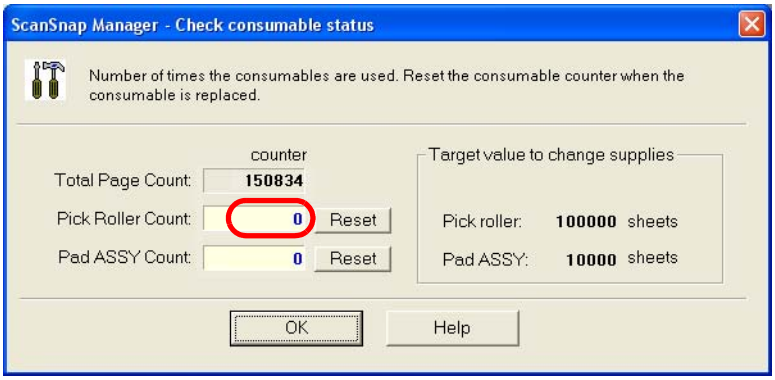


⇒ This displays the [Check consumable status] window.

14. In the [Check consumable status] window, click the [Reset] button of the Pick Roller Count.


ScanSnap Manager - Check consumable status
Number of times the consumables are used. Reset the consumable counter when the consumable is replaced.
counter
Total Page Count: 150834
Pick Roller Count: 100000 Reset
Pad ASSY Count: 0 Reset
Target value to change supplies
Pick roller: 100000 sheets
Pad ASSY: 10000 sheets
OK
Help

⇒ The counter is reset to "0."


ScanSnap Manager - Check consumable status
Number of times the consumables are used. Reset the consumable counter when the consumable is replaced.
counter
Total Page Count: 150834
Pick Roller Count: 0 Reset
Pad ASSY Count: 0 Reset
Target value to change supplies
Pick roller: 100000 sheets
Pad ASSY: 10000 sheets
OK
Help

Appendix A

Updating ScanSnap Manager

In an effort to improve the usability and functionality of ScanSnap Manager, program updates are carried out timely.
ScanSnap Manager can automatically detect whether the latest program (Update Pack) is available.

You can update to the latest program from the pop-up menu of the ScanSnap Manager icon .

HINT

Update Packs are made available without notice. We recommend that you update your program regularly.

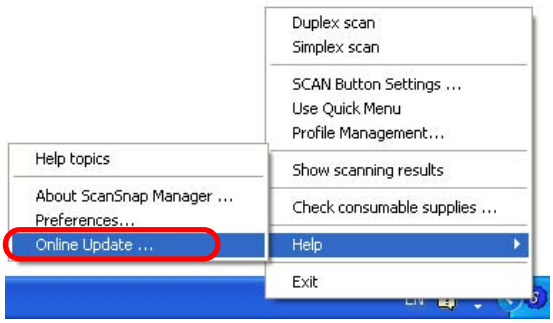
When updating ScanSnap Manager, follow the instructions below.

ATTENTION

- When updating, it is essential that Internet Explorer is installed in a system which can access the Internet.
- Always log on using an administrator account.

Operation

1. Right-click the ScanSnap Manager icon , and then select [Help] - [Online Update].



⇒ A confirmation message appears for the update.

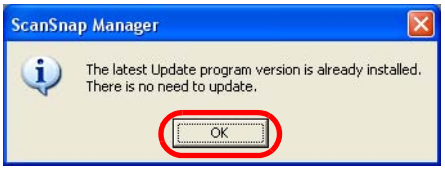
2. Click the [Yes] button.

ScanSnap Manager
Do you want to update to "ScanSnap Manager " online?
For the Internet connection, Microsoft(R) Internet Explorer privileges are used.
Note)You must have the Administrator privileges of the computer.
Yes
No
Help

⇒ If the latest Update program is available, a message appears for the confirmation of the download and installation of the program.

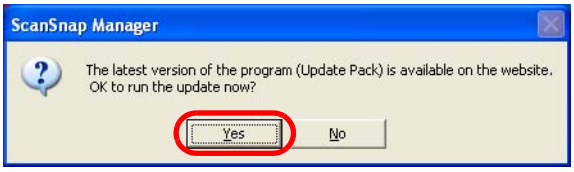
HINT

If the latest update is already installed, an informational message appears.



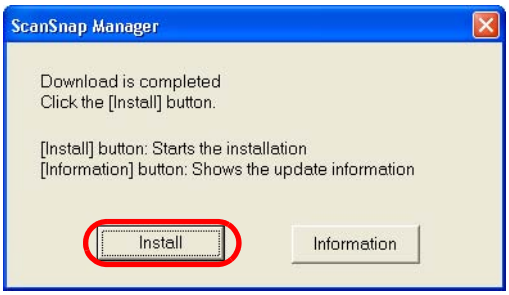
Click the [OK] button to close the message.

3. Click the [Yes] button.


ScanSnap Manager
The latest version of the program (Update Pack) is available on the website.
OK to run the update now?
Yes
No

⇒ The program is downloaded, and a confirmation message to start installation appears.

4. Click the [Install] button.



HINT

When you click the [Information] button, Internet Explorer opens and information about the latest update for ScanSnap Manager appears.

⇒ Installation starts, and the [Welcome to InstallShield Wizard for ScanSnap Manager] window appears.
Follow the instructions on the screen to install.

Appendix B

Uninstalling ScanSnap

"Uninstallation" removes the ScanSnap program files that were copied during the installation from the hard disk and restores the system environment to its original state.
This chapter describes how to uninstall ScanSnap.

■ Uninstalling Supplied Programs

Follow the procedure below to uninstall programs (ScanSnap Manager, CardMinder, and ScanSnap Organizer) supplied with the ScanSnap.

1. Start up your computer.

   Always log on as a user with "Administrator" privileges.

2. Exit all currently running programs.

3. Select [Control Panel] ⇨ [Add or Remove Programs] from the [Start] menu.

   ⇒ The [Add or Remove Programs] window appears with a list of the currently installed applications.

4. Select the application to uninstall.

   (1) When uninstalling ScanSnap Manager
   Select [ScanSnap Manager].
   (2) When uninstalling ScanSnap Organizer
   Select [ScanSnap Organizer].
   (3) When uninstalling CardMinder
   Select [CardMinder V3.2].

5. Click the [Remove] button.

   ⇒ The [Confirm Uninstall] window appears.

6. Click the [OK] button.

   ⇒ This executes the uninstallation.

7. After the uninstallation is completed, select [Yes, I want to restart my computer now!] and click the [Finish] button.

Screen displays may vary slightly depending on the operating system (OS) of your computer. Follow the on-screen instructions of the OS.

Example: When the OS is Windows 2000

- [Add or Remove Programs] ⇨ [Add/Remove Applications]
- [Change/Remove] button ⇨ [Add/Remove] button

Example: When the OS is Windows Vista

- [Add or Remove Programs] ⇨ [Program and features]
- [Change/Remove] button ⇨ [Uninstall] button

Appendix C

Quick Menu Mode / Left-Click Menu Mode

Setting items you can configure in the [ScanSnap Manager - Scan and Save Settings] dialog box are different depending on which mode the ScanSnap is in.
Switch between Quick Menu Mode (page 27) and Left-Click Menu Mode (page 32) as necessary.

(OK: Selectable / NA: Not selectable)

Setting Items in Quick Menu Mode and Left-Click Menu Mode

Setting Items		Quick Menu Mode	Left-Click Menu Mode	Page
Profile	Select a profile	NA	OK	page 49
	Add Profile	NA	OK	page 50
	Edit Profile	NA	OK	page 50
Application	Application	NA *1	OK	page 51
	No application is started (Save To File)	NA	OK	
	ScanSnap Organizer	NA	OK	
	Adobe® Acrobat®	NA	OK	
	Adobe® Acrobat® Reader™or Adobe® Reader®	NA	OK	
	CardMinder	NA	OK	
	Scan2Folder	NA	OK	
	Scdan2E-mail	NA	OK	
	Scan2Print	NA	OK	
Save	Image saving folder	OK	OK	page 54
	File name format	OK	OK	page 55
	Rename after scanning	NA	OK	page 56
Scanning	Image quality	OK	OK	page 57
	Normal (Fastest)	OK	OK	
	Better (scanned at high quality)	OK	OK	
	Best (scanned at higher quality)	OK	OK	
	Excellent (scanned at highest quality)	OK	OK	

Setting Items in Quick Menu Mode and Left-Click Menu Mode

Setting Items			Quick Menu Mode	Left-Click Menu Mode	Page
Scanning	Color mode		OK	OK	page 58
		Auto Color Detection	OK	OK	
		Color	OK	OK	
		B&W	OK	OK	
		Color high compression	NA	OK	
	Scanning side		OK	OK	page 59
	Continue scanning after current scan is finished		OK	OK	
	Option		OK	OK	page 59
		Brightness (Black and White scanning only)	OK	OK	
		Setting for text only document	OK	OK	
		Allow automatic blank page removal	OK	OK	
		Correct skewed character strings automatically	OK	OK	
		Allow automatic image rotation	OK	OK	
		Set the document with its face up	OK	OK	
File option	File format		NA	OK	page 62
		PDF (*.pdf)	OK	OK	
		JPEG (*.jpg)	NA	OK	
	Searchable PDF (OCRs during scan)		OK	OK	page 62
		Select text recognition language	OK	OK	
		Select page for text recognition	OK	OK	
	Option		OK	OK	page 63
		Multipage PDF (whole batch in one PDF)	OK	OK	
		Generate one PDF file per xx pages	OK	OK	
		Set a password for PDF file	NA	OK	

Setting Items in Quick Menu Mode and Left-Click Menu Mode

Setting Items			Quick Menu Mode	Left-Click Menu Mode	Page
Paper size	Paper size		OK	OK	page 65
		Automatic detection	OK	OK	
		A4 (210 mm x 297 mm)	OK	OK	
		A5 (148 mm x 210 mm)	OK	OK	
		A6 (105 mm x 148 mm)	OK	OK	
		B5 (182 mm x 257 mm)	OK	OK	
		B6 (128 mm x 182 mm)	OK	OK	
		Post card (100 mm x 148 mm)	OK	OK	
		Business card (90 mm x 55 mm, 55 mm x 90 mm)	OK	OK	
		Letter (8.5 in. x 11 in., 216 mm x 279.4 mm)	OK	OK	
		Legal (8.5 in. x 14 in., 216 mm x 355.6 mm)	OK	OK	
	Custom		OK	OK	page 66
	Scan mixed paper size		OK	OK	page 67
Compression	Compression rate		OK	OK	page 68
		1	OK	OK	
		2	OK	OK	
		3	OK	OK	
		4	OK	OK	
		5	OK	OK	

Note 1: In Quick Menu Mode (page 27), you can start associated applications by selecting actions in the ScanSnap Quick Menu. Therefore, the [Application] tab is hidden.

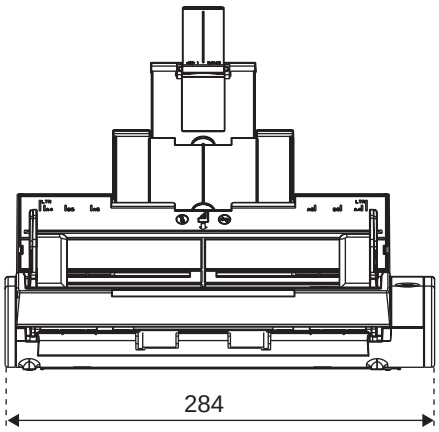
Appendix D

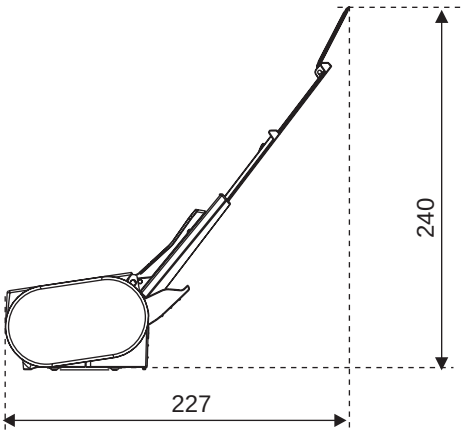
Installation Specifications

The following table summarizes the installation specifications of this scanner.

Item		Specifications		
Dimensions (Note)		Width	Depth	Height
	Minimum (when paper chute is closed)	284 mm 11.18 in.	95 mm 3.8 in.	77 mm 3.08 in.
	Maximum (when paper chute is opened and paper chute guide is extended)	284 mm 11.18 in.	227 mm 9.27 in.	240 mm 9.80 in.
Weight		1.4 kg (approximately 3.08 lb)		
Input power supply	Voltage for power cable connection	100 - 240 V (varies regionally)		
	Voltage for USB bus power cable connection	5 V (PC must have two USB ports; one for power feeding, and the other for USB cable connection.)		
	Number of phases	Single-phase		
	Frequency	50/60 Hz		
Power consumption	Power cable connection	During operation: 9.0 W or less During standby: 3.2 W or less		
	USB bus power cable connection	During operation: 5.0 W or less During standby: 2.0 W or less		
Temperature/ Humidity Allowable Ranges	Scanner state	During operation	During standby	During storage/ transportation
	Temperature	5 to 35 (°C) 41 to 95 (°F)	-20 to 60 (°C) -4 to140 (°F)	-20 to 60 (°C) -4 to 140 (°F)
	Humidity (%)	20-80	8-95	8-95

Note) Dimensions





* The outer dimensions are reference values.

Repairs

Contact the store where you purchased your ScanSnap or an authorized service provider for performing repairs on this product.

- The user must not perform any repairs on the scanner.

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ScanSnap S300 Operator's Guide

P3PC-1992-01ENZ0
Issue date: October, 2007
Issued by: PFU LIMITED

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